



**Kashia Band of Pomo Indians - Stewarts Point Rancheria**  
**Job Announcement - Fiscal Assistant**  
**Santa Rosa Tribal Office - Closes: Until Filled**

**General Duties & Responsibilities:**

Under the direction of the Fiscal Officer, the Fiscal Assistant is responsible for assisting the Fiscal Officer with the following: Posting accounts payable invoice, printing checks, posting travel advances and reconciliations, maintaining monthly vehicle logs, assisting in pulling grant payments; assist in providing audit materials, maintain Fiscal Office files, and files in Tribal storage, ordering of office supplies, maintaining inventory. A complete job description can be found on the Tribal website at [www.stewartspoint.org](http://www.stewartspoint.org).

**Qualifications**

◆ High School Diploma or GED certificate ◆ Fund Accounting Experience  
◆ Accounts Payable experience ◆ Organizational skills required ◆ Proficiency in Excel, Word and Accounting software familiarity ◆ Experience working in government or Tribal Government preferred ◆ Ability to work independently ◆ Ability to take accurate verbal and written direction ◆ Must have California Drivers License and be insurable by the Tribe's Insurance Provider ◆

Applications at: 1420 Guerneville Road, Suite 1, Santa Rosa CA 95403, or online at [www.stewartspoint.org](http://www.stewartspoint.org). Applicants must submit a fully completed application to be considered for the position.

VETERANS AND INDIAN PREFERENCE WILL BE AWARDED TO THOSE WHO QUALIFY.  
ALL POSITIONS ARE SUBJECT TO TRIBAL DRUG FREE WORKPLACE TESTING POLICIES.