



*Kashia Band of Pomo Indians
Of the Stewarts Point Rancheria*

*Kashia Round House
Founded in 1916*

FISCAL ASSISTANT POSITION DESCRIPTION

JOB TITLE: FISCAL ASSISTANT
SUPERVISOR: Fiscal Officer
HOURS: 40 hours/week
SALARY: \$23.00 - \$32.00 D.O.E., Benefits Included

GENERAL DUTIES AND RESPONSIBILITIES

Under the direction of the Fiscal Officer, the Fiscal Assistant is responsible for assisting the Fiscal Officer with the following duties:

POSITION DESCRIPTION

- Post accounts payable invoices, filing check request & journal entries and organizing voided checks.
- Assist with Payroll
- Post travel advances and reconciliations.
- Assist with the Credit Card processing, payment, and reconciliation.
- Communicate/Coordinate with staff to ensure that check requests are submitted, and all charges are accounted for.
- Assist in providing files for annual audits or other requested audits.
- Maintain the filing in the Fiscal Department.
- Gathered, enter and track expenses related to vehicle usage.
- Filling out purchase orders and ordering office supplies for various departments.
- Assist with the equipment inventory and maintaining the vendor files for the audit.
- Maintain confidentiality of all documents and work activities.
- Other Duties and Projects as assigned.

QUALIFICATIONS

- AA Degree, High School Diploma or GED preferred.
- Accounts Payable experience preferred.
- Organizational skills required.
- Proficiency in excel, word, accounting software familiarity.

- Experience working in government or Tribal agencies preferred.
- Ability to work independently.
- Ability to take accurate verbal and written direction.
- Ability to use good judgment in recognizing scope of authority.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this Job, the employee is regularly required to sit. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus.

EQUAL OPPORTUNITY EMPLOYER:

The Stewarts Point Rancheria is an Equal Opportunity Employer (EOE). Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions pursuant to applicable Tribal and federal law.

INDIAN PREFERENCE:

Qualified Native Americans will be given preference in hiring and all terms and conditions of employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, et seq.), Tribal law and policy, and other relevant laws.