



Kashia Band of Pomo Indians
Of the Stewarts Point Rancheria

Kashia Round House
Founded in 1916

JOB ANNOUNCEMENT

(Exclusive Tribal Closing Date: September 3, 2024)

Job Title: Fiscal Assistant
Department: FISCAL
Supervisor: Fiscal Officer
Location: Tribal Corporate Office
Hours: Full-time with Benefits
Wage: \$23 - \$32/hour (DOE)

Position Summary:

Under the supervision of the Fiscal Officer, the Fiscal Assistant is responsible for various fiscal responsibilities including the post of accounts payable invoices, assist with payroll and credit card processing payments and reconciliations. Communicate with staff to ensure check requests are submitted and all charges are accounted for, assist with audits, handle purchase orders, order office supplies, maintain filing, and confidentiality of all documents and work activities. Other duties and projects as needed and assigned.

For more information, please contact Mary Smith, Human Resources Generalist, mary@stewartspoint.org (707) 591-0580 x 131. Applications may be picked up at: 1420 Guerneville Road, Suite 1, Santa Rosa or online: www.stewartspoint.org.

Qualified Native Americans will be given preference in employment as required by the Indian Self-Determination and Education Assistance Act (25 U.S. 450, ET. Seq) and other relevant laws. In accordance with Title VII of the 1984 Civil Rights Act, Sections 701(b) and 703(1), preference in filling all vacancies may be given to qualified American Indian candidates. In other than the preceding situations, the Stewarts Point Rancheria is an Equal Opportunity Employer (EOE).