

Redwood Valley Little River Band of Pomo Indians

3250 Road I / Redwood Valley, California 95470 (707)485-0361

POSITION DESCRIPTION

Job Title: Fiscal Clerk
Reports To: Fiscal Department Director
Supervises: None
Salary Range: \$
40 hours per week

Position Summary: Under the supervision of the Fiscal Officer, the Fiscal Clerk will provide support to the Fiscal Department by being responsible for completing specific assigned tasks. Will perform routine tasks independently and in a timely manner.

Major Duties and Responsibilities:

- Responsible for Utility Department billings - send out monthly bills to community homes, identify past due accounts, and receive payments
- Receive and log monthly rent payments.
- Assist with payroll preparation
- Prepare checks for vendor payments including check request sheets
- Copying and filing checks, check requests, and other fiscal documents
- Assist with monthly Fiscal Department reports to Tribal Council
- Attach receipts to correct check copy, match business and credit card statements to correct programs check requests
- Assist with quarterly Proposition 1A Loans and distributions
- Miscellaneous accounting jobs as necessary
- Maintain inventory data
- Monthly bank reconciliations
- Tracks and maintains reports for special projects, Youth Activities, Emergency Assistance, etc.
- Other duties as assigned

QUALIFICATIONS:

All applicants must have a High School Diploma or equivalent.

Experience necessary working in an office environment.

Proficient with Excel – creating and using spreadsheets.

Knowledge of, or willing to learn, MIP Accounting software

Aptitude for math, organization, computer knowledge and experience.

Must be able to operate copy machine, typewriter, 10 key calculator, and fax machine.

Must have valid California Driver License and be insurable under the Tribe's insurance.

Redwood Valley Rancheria is a Drug Free Workplace.

Preference in hiring is given to qualified American Indians in accordance with the Indian Preference Act (Title 25 US Code § 472 and 473). Applicants claiming Indian Preference must submit verification of Tribal affiliation