



FEDERATED INDIANS OF
GRATON
RANCHERIA

****NOTICE OF JOB OPENING****

Job Title: AR/AP Specialist	Department: Finance
Classification: Non-exempt	Work Hours: 8:00 a.m. to 5:00 p.m.
Salary Range: \$22.60 - \$27.23 per hour	Location: Rohnert Park, CA

Position Purpose:

The A/R and A/P Specialist is responsible for accounts receivable invoicing and collections, accounts payable and assisting with audit preparation and other fiscal duties as requested.

Minimum Mandatory Qualifications:

- ❖ 2+ years accounting experience preferred OR
- ❖ Equivalent education in related field AND
- ❖ High school diploma or equivalent GED
- ❖ Must pass required pre-employment drug testing and background checks
- ❖ Possess a valid driver's license throughout employment and must be insurable under the Tribe's insurance policy.

Preferred Qualifications:

- ❖ Knowledge of the needs of Native American values and culture
- ❖ Ability to work effectively and efficiently under deadlines
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to master and effectively use FIGR database and software systems
- ❖ Ability to perform basic math calculations such as addition, subtraction, multiplication, division and basic algebra.
- ❖ Knowledge of methods, practices, documents and terminology used in financial and accounting recordkeeping and practices and procedures of basic governmental accounting.
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Must be professional and interact positively with others
- ❖ Strong computer skills including, Microsoft Office, Excel, Word, and other system knowledge

Benefits: FIGR offers a healthy, engaging work environment with a competitive benefit package.

To Apply: Please submit a Tribal Employment Application with your resume and a cover letter detailing your education and experience related to the position advertised. Visit our website at www.gratonrancheria.com to download a copy of the application. Email complete application packet to:

jobs@gratonrancheria.com or mail to
Federated Indians of Graton Rancheria
Attention: Human Resources

6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

POSITION OPEN UNTIL FILLED

FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY

Preference in hiring is given to: (1) Qualified Federated Indians of Graton Rancheria Citizens; and (2) qualified American Indians in accordance with Title 25, U.S. Code, Section 472 and 473. Applicants asserting American Indian preference must submit verifying information, such as written confirmation of tribal membership, Certificate of Degree of Indian Blood, or other documentary evidence.