



FEDERATED INDIANS OF  
**GRATON**  
RANCHERIA

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

<b>Job Title:</b> Accounting Assistant	<b>Department:</b> Finance Department
<b>Classification:</b> Non-Exempt	<b>Office Hours:</b> 8:00 a.m. to 5:00 p.m.
<b>Salary Range:</b> \$17.00 - \$25.00	<b>Location:</b> Rohnert Park, CA
<b>Reports to:</b> Chief Financial Officer (CFO)	<b>Type:</b> Full-time

**Mission Statement:** *The Federated Indians of Graton Rancheria exists to exercise our inherent sovereign powers, customs and traditions; to perpetuate our unique native heritage; to preserve and protect the rights and privileges of our Tribe; to establish justice in the conduct of Tribal affairs; to work for the social and economic betterment of all citizens; and foster the value of education.*

**Position Purpose:**

The Accounting Assistant provides support with specific responsibility for the processing, recording, updating, and reconciling of fiscal information in compliance with established policies; assists with accounts payable, accounts receivable, and related activities. Under the direction of the Chief Financial Officer and/or designee, the Accounting Assistant may also provide support to other finance personnel.

**Minimum Mandatory Qualifications:**

- ❖ High School Diploma or equivalent (GED)
- ❖ One to two (1-2) years' experience in accounting/bookkeeping OR
- ❖ Two (2) years clerical/office experience
- ❖ Must successfully clear criminal background check, and pre-employment testing including, but not limited to, a criminal background check, fingerprinting, and drug test

**Knowledge, Skills, Abilities, and Other Qualifications:**

- ❖ Ability to make calculations and tabulations and review accounting and related documents accurately and efficiently
- ❖ Ability to perform basic math calculations such as addition, subtraction, multiplication, and division
- ❖ Ability to operate a computer using spreadsheet and financial accounting software; ability to operate a calculator or adding machine and other standard office equipment
- ❖ Ability to organize, set priorities, meet established deadlines and exercise sound judgment within established guidelines
- ❖ Ability to understand and carry out written and verbal instructions; communicate clearly and concisely both verbally and in writing; establish and maintain highly effective working relationships
- ❖ Ability to work with people of all ages and diverse backgrounds in a courteous and professional manner
- ❖ Must possess a high degree of integrity and trust along with the ability to work independently
- ❖ Ability to work efficiently and effectively under deadlines
- ❖ Excellent verbal and written communication skills
- ❖ Ability to respect and adhere to strict rules of confidentiality
- ❖ Ability to work collaboratively with staff, supervisors, clients, and others
- ❖ Knowledge of the needs of Native American values and culture
- ❖ Maintain a current and valid driver's license and must be insurable
- ❖ Must be professional and interact positively with others
- ❖ Must possess 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 that includes, medical, dental, vision, and 401K Plan, paid holidays, PTO, Long-Term Disability Insurance, and meal card. Voluntary supplemental insurance offered through AFLAC.

**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](http://www.gratonrancheria.com) to download a copy of the application. Email complete application packet to:

[jobs@gratonrancheria.com](mailto:jobs@gratonrancheria.com) or mail to  
Federated Indians of Graton Rancheria  
Attention: Human Resources  
6400 Redwood Drive, Suite 300, Rohnert Park, CA 94928

***Application Closing Date and Time: Thursday, September 27, 2018, 5:00 p.m.***

**FIGR CITIZENS AND INDIAN PREFERENCE WILL APPLY**

Pursuant to the FIGR Indian Preference Policy, preference in hiring is given to: (1) Federated Indians of Graton Rancheria Tribal Citizens and (2) All Native Americans who are members of or affiliated with a California Indian Tribe with ties to Marin and Sonoma Counties, (3) All Native Americans who are members of or affiliated with any other California Indian Tribe, and (4) All other Native Americans who are members of a Federally Recognized Indian Tribe.

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.