



**Job Requisition Form**

**Position to be filled:** Administrative Assistant

**Department:** Recreation

**Required Qualifications/Essential Duties:**

- High School Diploma or General Education Degree (GED)
- 1-year related experience in Business Administration
- 1 year of accounting experience
- 45 wpm typing certificate or obtain within 90 days of hire
- Valid California Driver License
- Must be insurable through company's carrier and maintain throughout employment
- Valid First Aid and CPR certification and maintain throughout employment **or obtain within 90 days of hire**
- To perform this job successfully, an individual must have knowledge of Windows 7 and Microsoft office suite.
- Shall assume secretarial and clerical duties.
- Maintain recordkeeping and filing.
- Document all financial transactions (i.e. accounts payable, receivable and line item budgeting).
- Shall maintain and keep current all financial records for report and audit purposes.
- Shall make monthly, quarterly and yearly financial reports as deemed necessary.
- Shall maintain all receipts, invoices and process check requests for approval.
- Deposit all monies in a timely manner.
- Reconcile all monies received.
- Track all checks issued, payout approvals and reconcile within 30 days.
- Pay invoices within 30 days.
- Perform other duties as needed or required.
- Drive company vehicles or personal vehicle to conduct business on behalf of the Recreation Department.

**Reports To:** Director

**Starting Rate of Pay:** \$22.00 per hour (Non-Exempt)

**Approximate Hours:** 40+ hours per week

The Santa Rosa Rancheria Tachi-Yokut Tribe shall extend employment preference across all employment opportunities for qualified Native Americans in accordance with and subject to applicable law, including Title VI of the Federal Civil Rights Act, which recognizes Native American employment preference.

