



## Manchester Point Arena Band of Pomo Indians

### JOB ANNOUNCEMENT

**Position:** Fiscal Assistant  
**Location:** Hybrid, minimum of two (2) days a week at Tribal Office in Point Arena, CA is required.  
**Supervisor:** Tribal Office Manager  
**Compensation:** \$21.00 - \$24.00/Hour  
**Classification:** Full time, Exempt

#### Position Summary

The Fiscal Assistant will perform a variety of fiscal, financial, and accounting support duties. Additional duties may include performing general office support as needed.

#### Job Duties and Responsibilities

The following job duties and responsibilities are considered essential for this position:

- Grant Accounting:
  - Grant monitoring
  - Grant reporting
  - Grant revenue review/research
- Disbursements:
  - Full cycle accounts payable
  - Assist with purchasing
  - Disbursements of prepared checks, mailing, filing of A/P
  - Scan files to Dropbox
- Maintain confirmation records.
- Attend meetings and trainings as needed.
- Assists with general office filing, phones, greeting office visitors, etc., when needed.
- Performs other duties as assigned.

#### Qualifications

- High School Diploma or GED required; some college coursework preferred.
- Possess a valid California Class C Driver's License.
- Performs other duties as assigned.
- Proficiency in Microsoft Excel.
- Must be detail oriented.
- Proven ability to multi-task and meet tight deadlines.
- Fast learner and self-starter.
- Must be able to maintain confidentiality when working with private information.
- Knowledge of computerized accounting, preferably MIP and QuickBooks.
- Ability to interact with people from varied backgrounds.
- Ability to apply common sense understanding during normal and stressful conditions.
- Knowledge of computerized accounting, preferably MIP and QuickBooks.
- Ability to establish and maintain effective working relationships with Council members, colleagues, vendors, partners, and the general membership.

#### Physical, Environmental, and Intellectual Requirements

- Must be able to sit for extended periods of time.
- Must be able to work at a fast pace in stressful situation.
- Must be able to read, write, speak, and understand English.
- Must have manual dexterity to operate a computer and other necessary office equipment.

- Shall be responsible for reporting all violations of policies and procedures.
- Display respect and understand the Tribe's culture and traditions.
- Demonstrate cultural competency, awareness, and sensitivity.
- Must be self-motivated and able to handle multiple priorities simultaneously.
- Must demonstrate a high level of integrity, honesty, and trustworthiness.
- Must always present professional.
- Must pass a pre-employment drug test.

**IN THE EVENT OF EQUALLY QUALIFIED APPLICANTS,  
INDIAN PREFERENCE WILL BE APPLIED**

**Please submit your resume to:**

**Latrice Gonzalez, [latrice.gonzalez@mpapomotribe.org](mailto:latrice.gonzalez@mpapomotribe.org)**