



INTERTRIBAL COURT OF SOUTHERN CALIFORNIA

49002 Golsh Road Valley Center, California 92082

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POSITION DESCRIPTION

FINANCE CLERK

Summary

The Intertribal Court of Southern California invites applications from qualified individuals interested in a Finance Clerk position. Under the direction of the Chief Judge of the Court, the Finance Clerk has responsibility for the day-to-day financial operations of the Intertribal Court. This position is responsible for performing fiscal, accounting and budgetary duties. Work with external auditors on company and grant audits. The individual will need to; (1) develop financial policies and procedures (2) recommend procedural changes to existing accounting operations; and (3) perform related work as required.

Duties and Responsibilities

- Conducts in-depth analysis, reviews and audits of assigned programs, processes, or accounting functions (such as payroll, A/P, Grant, etc.). Reviews and analyzes financial reports to identify errors, misstatements, or unrecorded transactions. Assist coworkers on issue resolution and liaisons with internal departments and external customers in identifying, researching, and resolving discrepancies and issues.
- Coordinates external audits. Prepares schedules for audits. Serves as a liaison with internal customers and external auditors/customers for audits. Researches and prepares materials for audits.
- Gathers and compiles data from a variety of sources. Prepares, distributes, and maintains a variety of periodic and ad-hoc reports. Reviews and analyzes reports to identify errors, misstatements or unrecorded transactions. Implements prompt and proper corrections.
- Ensures adherence to all state and federal rules and regulations, as well as departmental standards.
- Provides high-level support to specific accounting functions, which may include budget preparation, budget proposals, and the utilization of resources.
- Assist and maintain a good working relationship with bank, investment services, security of assets, and beneficial relationship for Tribal Court.
- Pro-actively look for opportunities to reduce costs while increasing or maintaining the current level of services and benefits to the tribes of the Tribal Court and its membership.
- Analyze financial details of the past, present and expected operations in order to identify trends, development opportunities and areas where improvement is needed.
- Advises Judicial Council on short-term and long-term financial objectives, policies or actions.
- Create and generate informative financial reports for the Chief Judge and Judicial Council.
- Prepare quarterly and annual operating budgets and budget modifications.

- Contact Insurance companies and advise Chief Judge in the procurement and renewals of risk, property insurance, liability insurance, worker's-comp. insurance and bond for tribal court.
- Develop budget and budget narratives for grants and annual budget.
- Track grant budget and complete grant reports in a timely manner.
- Monitor Tribal Court cash flow
- Performs other related duties as assigned.

Minimum Qualifications

- Equivalent to possession of a bachelor's degree in court administration, business or public administration, criminal justice or a closely related field
- Have at least five (5) years of permanent experience in an accounting environment, including two (2) years of budget administration or any combination of training and/or experience that could likely provide the desired knowledge and abilities.
- Experience in accounting software (QuickBooks).
- Good communications skills.
- Experience in working with Federal programs and their respective reporting requirements.

Special Requirements

- Possess and maintain a valid State driver's license.
- Minimum (1) year of pertinent accounting background in accounts receivable, cash collection, deposit preparation account analysis and petty cash disbursement.
- Proficient in Microsoft Office suite.
- Understand how to build financial models and use advanced formulas in Excel.
- Able to work in a team environment.
- Good customer service skills.
- Must be flexible and adaptable.
- Must sign a Confidentiality Agreement.

Other Qualities

- Judgment and decision making-
- Demonstrate good judgment in investigating and solving problems.
- Takes all opinions and suggestions under advisement before making decisions.
- Respect and considers the opinions of others as valid.
- Considers the relative cost and benefits of potential actions and chooses the most appropriate one.
- Relationships with others-
 - Maintain positive cooperative working relationship with customers, vendors, community and those persons superior or subordinate to position including peers and front-line staff.

- Demonstrates the ability to tactfully handle difficult situations.
- Coach and mentor subordinate personnel.
- Planning and Management-
 - Recognize both the strengths and the areas that need development and improvement within the fiscal department and ICSC Tribal Court.
 - Maintain and update personal and professional skills necessary to perform effectively in this position through appropriate coursework, seminars, periodicals and membership to professional organizations.
- Attendance and reliability-
 - Although this is an overtime-exempt position, the incumbent provides a standard of attendance and punctuality by regularly reporting to work on time and sometimes working more than a full day.
 - Always provide adequate notification in advance of absence.
 - Completes all assigned and expected obligations in a timely manner.
- Professionalism-
 - Maintain a well-groomed professional appearance for the position and the situation.
 - Conduct oneself with confidence and poise and treat others with respect and dignity.

Benefits

- Vacation Leave with pay (on accrual basis)
- Sick Leave with pay (on accrual basis)
- Holiday with pay
- 90% employer covered Medical, 100% Dental and Vision offered through group plans
- 401(k) contributions with 6% company match after 1 year of employment

Additional Information

- Possess and maintain a valid California driver's license
- Provide proof of personal vehicle insurance
- Demonstrate willingness to travel (local travel using personal-owned vehicle is occasionally required, out-of-state travel is infrequently required)
- Compensation: \$26.00 - \$28.00 per hour, depending on qualifications
- Hours: 40 hours per week (Monday through Friday 8:00 a.m. to 4:30 p.m.)
- Probationary period is 90 days from date of hire
- ICSC is located on the Rincon Indian Reservation in Valley Center, CA
- Indian preference: Native American preference will apply.
- Applicant must comply with the ICSC Covid-19 Vaccination Policy

To apply, submit the required documents below to Maria Maciel at mmaciel@intertribalcourt.org.

Required Documents

- Your resume must support the experience described in this announcement
- If claiming Indian Preference, submit a Certificate of Indian Blood or lineage verification from your Tribe.
- Unofficial College Transcripts showing your degree awarded, and date conferred.
- Copies of any certifications listed on your resume.
- Cover Letter to resume: Cover letter providing your intent for employment and brief narrative of your qualifications or strengths for the position.
- Copy of State Driver's License

Only complete applications will be considered.