



**San Pasqual Band of Mission Indians
Job Vacancy**

Position Title: Accounts Receivable & Administrative Coordinator	Post Date: June 25, 2026
Position Reports to: Controller and CFO	Employment Category: Non-exempt/ Part- Time
Department: Finance	Internal Closing Date: July 1, 2026

Position Summary

The position supports the Tribal Domestic Water department's billing and collections functions by providing financial, administrative, and accounting support to ensure the Tribal government receives payments for providing water to residents on the reservation and properly recording the transactions by posting receipts and resolving discrepancies according to established policies and procedures in an efficient, timely and accurate manner. In addition, Administrative Assistant provides clerical, such as filing, and customer service support. The position includes, but is not limited to, recording the cost of newly acquired inventory/fixed asset purchases, tracking existing inventory and fixed assets, and accounting for the disposition of inventory and fixed assets. This position is also responsible for processing DMV registrations, processing cell phone requests and upgrades, and overseeing the vehicle gas card program.

Principal Duties and Responsibilities

- Perform general office duties including filing, data entry, copying, scanning, and record management.
- Prepare, verify, and process invoices for sales or services rendered.
- Enter data on invoices; ensure proper coding on documents.
- Manage account collections by sending invoice reminders to customers via phone, email, fax, or mail.
- Post customer payments by recording cash, checks, and credit card transactions and entering them into the general ledger or accounting software.
- Reconcile the accounts receivable ledger to ensure that all payments are accounted for and properly posted.
- Summarize receivables by maintaining invoice accounts, coordinating monthly transfer to accounts receivable, verifying totals, and preparing all required reports.
- Generate monthly and quarterly financial reports detailing paid and unpaid invoices and other accounts receivable activity.
- Administering and processing of bi-annual Inventory Count.

- Record and track inventory purchases into FAS software.
- Create and monitor a system of controls, procedures, and forms for the recording of fixed assets.
- Record fixed asset acquisitions and dispositions in the accounting system.
- Conduct periodic reviews of the fixed asset schedule to determine dispositions.
- Vehicle registration renewals with Department of Motor Vehicles and Internal Revenue Service.
- Reconcile the balance in the fixed asset subsidiary ledger to the general ledger.
- Reconcile selected general ledger accounts as it relates to Tribal government's fixed assets.
- Other duties as assigned.

Note: Nothing in this job description restricts management's right to assign or reassign duties and responsibilities for this position at any time.

Qualifications & Skills

REQUIRED EDUCATION / CERTIFICATIONS:

- High school diploma or GED required; Associate degree preferred.
- One (1) year of administrative or clerical experience is preferred.
- Proficiency in Microsoft Word, Excel, Outlook, and basic database systems.
- Strong organizational skills and attention to detail.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Ability to work independently and as part of a team.
- Experience working in a tribal, municipal, or office environment.
- Familiarity with water systems, environmental programs, or cultural resource programs.
- Knowledge of tribal government operations and community engagement practices.
- May require lifting up to 25 pounds
- Must pass the initial drug screen and background check.
- Must possess and maintain a valid California Driver's License.

EXPERIENCE / QUALIFICATIONS / SKILLS:

- Ability to act and operate independently, or as a team member with minimal daily direction from manager to accomplish objectives.
- Able to deliver friendly, courteous, and prompt customer service.
- Knowledge of general accounting principles, desirable.
- Knowledge of relevant Tribal policies and procedures.
- Ability to calculate, record and manage accounting balances and financial records.
- Proficiency in MS Office, including the ability to operate computerized accounting programs.
- High degree of accuracy, attention to detail and confidentiality.
- Excellent analytical, problem solving and decision-making skills.
- Effective verbal, listening and written communication skills.
- Effective organizational, stress and time management skills.
- Demonstrates a sense of urgency and ability to meet deadlines.

Individuals interested in being considered for this position should email their resume to hr@sanpasqualtribe.org, apply online at <https://www.paycomonline.net/v4/ats/web.php/portal/B8DA13884CDB5C1B3AA4580D7D4DD0B1/jobs/270143?jpt=fe23e4658f74b1d00f8051bdd9ce7eb0> , or submit their application in person or by mail to 16400 Kumeyaay Way, Valley Center, CA 92082.

In accordance with the Policies and Procedures, San Pasqual Band of Mission Indians will at all times and for all positions give hiring, transfers and promotional preferences to qualified applicants in the following order: 1. San Pasqual Band of Mission Indians Members. 2. First generation Lineal Descendant or the legal spouse of an enrolled Tribal Member who contributes to the household 3. San Pasqual Band of Mission Indians Lineal descendants. 4. Other American Indians. 5. All Others.

Created: 6/25/2026

Revised: