



## **Seventh Generation Fund for Indigenous Peoples**

### ***Job Announcement***

#### **Bookkeeper and Grants Administrator**

The Seventh Generation Fund for Indigenous Peoples (SGF) is a Native led foundation that provides grants and technical assistance to Indigenous Peoples' community organizations. Over \$1 million in grants was distributed in the most recent fiscal year. Through its Affiliate program, it is fiscal sponsor to more than 30 Native community-based projects. The Bookkeeper and Grants Administrator works in direct support of the Controller to maintain bookkeeping systems for overall operations and with Program staff to manage documentation related to grant disbursements.

**RESPONSIBILITIES:** Under supervision and acting on own initiative, the successful Bookkeeper and Grants Administrator shall effectively:

- ❖ Work to advance the mission of the Seventh Generation Fund;
- ❖ Post daily transactions in Abila MIP Fund Accounting software under direction of Controller;
- ❖ Manage communications with vendors and prepare accounts payable for weekly processing;
- ❖ Support Program staff in the administration of grants: assembling proposals, requesting documents from applicants, preparing grant agreements and maintaining all records related to grants;
- ❖ Assist Affiliate project managers to manage their accounts payable, accounts receivable, and to prepare financial reports;
- ❖ Work in concert with the Controller and SGF colleagues to coordinate materials in preparation for annual audit.

#### **REQUIREMENTS**

- ❖ A minimum of two years of nonprofit or fund accounting experience;
- ❖ Working familiarity with spreadsheet programs, databases and accounting software;
- ❖ Ability to see processes and procedures for what they are, and how they can be improved;
- ❖ Demonstrated analytical and organizational skills;
- ❖ A high level of integrity with strong communication and organization skills;
- ❖ Positive attitude, proactive, consistent, team-oriented and a good capacity for multi-tasking;
- ❖ Bilingual capacity (Spanish / English) very helpful;
- ❖ Native American / Indigenous preference honored;
- ❖ Direct experience with Native Peoples and communities and a commitment to social justice and Indigenous Peoples' self-determination.

**To apply submit resume' with references and a cover letter about your qualifications and interest in this position on or before January 15, 2018, to:**

**Johnny Salazar, Operations Coordinator**  
**Seventh Generation Fund for Indigenous Peoples, Inc.**  
P.O. Box 4569, Arcata, California 95518  
Or by email: [js@7genfund.org](mailto:js@7genfund.org)

Employment at a minimum of 30 hours per week with a competitive salary & benefits package.  
There is no telecommuting for this position; the Seventh Generation Fund office is located at

**2355 Central Avenue**  
**McKinleyville, CA 95519**

