



# Seventh Generation Fund

for Indigenous Peoples, Inc.

## Bookkeeper Assistant

The Seventh Generation Fund for Indigenous Peoples (SGF) is a nonprofit organization that provides grants, training and technical assistance, advocacy and community organizing support to community-based organizations across the Indigenous World. Over \$1.5 million in grants was distributed in the most recent fiscal year. Through its Affiliate program, SGF serves as fiscal sponsor and manager to more than 30 Native-led grassroots projects. The Bookkeeper Assistant works in support of the Fiscal Manager to record transactions in the accounting system and to streamline general processes necessary for overall operations.

Direct supervisor: Fiscal Manager

Status: Full time (30 hours a week to start, with an opportunity to increase to 40 hours)

Salary: Commensurate with experience and organizational pay scale with benefits package.

**Responsibilities:** With supervision and acting on own initiative, the Bookkeeper Assistant:

- ❖ Works to advance the core purpose of the Seventh Generation Fund centering Indigenous Peoples, communities, and nations
- ❖ Posts daily transactions in Abila MIP Fund Accounting software under direction of the Bookkeeper and Grants Administrator
- ❖ Retrieves and distributes mail and send mail from the post office or other method as needed
- ❖ Assists Affiliate project managers to manage their receipts and post expenses to accounting software
- ❖ Works in concert with the Controller, Fiscal Manager and SGF colleagues to coordinate materials in preparation for annual audit
- ❖ Reconciles incoming organizational donations
- ❖ Posts transactions in Abila Fundraising 50 / MIP Fund Accounting
- ❖ Corresponds with donors through written communications as requested
- ❖ Fulfills duties within requested time frame

## Requirements

- ❖ Commitment to social justice and Indigenous Peoples' self-determination
- ❖ Direct experience with Native/Indigenous Peoples, communities and nations
- ❖ At least 2 years of bookkeeping or equivalent office experience
- ❖ Demonstrated analytical and organizational skills
- ❖ Strong hands-on basic office technologies and related hardware skills (computers, printers, etc.); working familiarity with MS Office, spreadsheets and databases
- ❖ Working familiarity with accounting software, MIP Abila preferred
- ❖ Flexibility and responsive to organizational needs
- ❖ Positive attitude, team-oriented and a good capacity for multi-tasking
- ❖ Bilingual capacity (Spanish / English) very helpful
- ❖ Native / Indigenous preference honored

This position requires a successful applicant be able to work in Seventh Generation Fund's office located in McKinleyville, California, with some remote work as necessary.

Seventh Generation Fund offers an excellent benefits package including Simple IRA with matching contributions, medical insurance, dental insurance, life insurance, in an environment dedicated to Indigenous Peoples and social justice.

Apply by submitting a letter describing your intention and why you are a good candidate for this role. Submit your resume to [careers@7genfund.org](mailto:careers@7genfund.org) with Fiscal Associate as the subject line.

Position open until filled.