



## Seventh Generation Fund for Indigenous Peoples

### *Job Description*

#### **Fiscal Assistant**

The Seventh Generation Fund for Indigenous Peoples (SGF) is a foundation that provides grants and technical assistance to Indigenous Peoples' community organizations across the globe. Through its Affiliate program, it is fiscal sponsor to more than 30 Native projects. The Fiscal Assistant works to record transactions in the accounting system and to streamline general processes necessary for overall operations.

Direct supervisor: Fiscal Manager

**RESPONSIBILITIES:** Under supervision and acting on own initiative, the successful Fiscal Assistant shall effectively:

- ❖ Work to advance the mission of the Seventh Generation Fund;
- ❖ Post daily transactions in Abila MIP Fund Accounting software.
- ❖ Assist in bank reconciliation, and other similar duties as directed.
- ❖ Assist Affiliate project managers to manage their receipts and post expenses to accounting software.

#### **REQUIREMENTS**

- ❖ Commitment to social justice and Indigenous Peoples' self-determination;
- ❖ Direct experience with Native/Indigenous Peoples and communities;
- ❖ A high level of integrity.
- ❖ Able to adhere to SGF's confidentiality policy.
- ❖ At least 1 year of bookkeeping or equivalent fiscal experience.
- ❖ Demonstrated analytical and organizational skills.
- ❖ Working familiarity with Microsoft Office, spreadsheets, and databases.
- ❖ Working familiarity with accounting software, MIP Abila preferred.
- ❖ Able to travel upon request.
- ❖ The ability to follow policy and procedures.
- ❖ Strong communication and organization skills.
- ❖ Able to work flexibly and adjust to changing needs of the organization.
- ❖ Positive attitude, team-oriented and a good capacity for multi-tasking.
- ❖ Positive performance measures – proactive, consistent, timely, and reliable.
- ❖ Native American / Indigenous preference honored.

Location: Eureka, California, USA. The Seventh Generation Fund offers an excellent benefits package in an environment focused on supporting Indigenous Peoples.

Apply by submitting your resume and relevant job experience, with 2-3 references and a brief cover letter to [careers@7genfund.org](mailto:careers@7genfund.org) with Fiscal Assistant in the subject line. Position open until filled.