



POSITION DESCRIPTION

Job Title: Office Assistant/Compliance Officer
Supervisor: Office Manager/ KS Board of Directors
Hours: 40 Hour per week
Rate of Pay: \$16 to \$18 (DOE)

POSITION SUMMARY:

Kashia Services, a wholly owned economic arm and instrumentality of the Kashia Band of Pomo Indians, is seeking an Office Assistant/Compliance Officer to perform two sets of functions: (1) assisting the Office Manager of Kashia Services to complete her duties; and (2) overseeing and coordinating with contracted servicers of the subsidiaries of Kashia Services to ensure compliance monitoring, audit and reporting of business operations are completed regularly, properly and on time in accordance with applicable policies and procedures. Trainings regarding the specific responsibilities associated with each of these functions will be provided.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the oversight of the Office Manager:

- General office clerk duties and errands
- Update paperwork and maintain documents
- Manage filing system
- Record information as needed.
- Maintain supply inventory
- Coordinate events as necessary
- Review monthly banking reconciliation
- Other duties as assigned

Under the oversight of the Board of Directors:

- Establish and maintain relationships with subsidiary compliance department personnel
- Gather, index and maintain Kashia Services and subsidiary-specific compliance policies and procedures
- Review and assess compliance monitoring reports and activities to ensure they comply with applicable policies and procedures
- Perform and document periodic audit of specific aspects of business operations
- Report to and coordinate compliance-related activities with the Kashia Services Board of Directors and Compliance Committee
- Other duties as assigned

QUALIFICATIONS:

- Must be eligible to be licensed by the Kashia Lending Commission
- Must have a high school diploma or equivalent
- Must have prior office experience
- Must have excellent interpersonal skills and work well in a group setting
- Must have excellent writing skills
- Must have excellent organizational skills and attention to detail
- Must demonstrate an ability to work with deadlines and multi-task
- Must have excellent skills in MS Word, MS Outlook, MS Excel, MS Publisher
- Must have a valid California Driver's License and be insurable by the Tribe's insurance provider

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. While performing the duties of this job, the employee will be regularly required to sit or walk and occasionally required to stand. The employee must occasionally lift and/or move up to 25 pounds safely. The employee will be required to work in an office environment.

Reasonable accommodations will be given to qualified disabled applicants pursuant to Section 501 of the Rehabilitation Act of 1973, 29 USC 791, Title 29, and the Americans with Disabilities Act.