



Santa Rosa Band of Cahuilla Indians

Job Announcements

1. Environmental Assistant \$ 19.50/hr.

Full Time Shift: 8am-4pm Mon – Fri 40 hrs./week

The Environmental Assistant will be responsible for protecting environmental resources through technical assistance, education, and outreach to ensure the health and safety of the Santa Rosa reservation and its people.

2. Bookkeeper \$23/hr.

Full Time Shift: 8am-4pm Mon – Fri 40 hrs./week

The Bookkeeper is responsible for assisting the Chief Financial Officer to create and analyze financial reports and ensure legal requirements compliance, process accounts payable and receivable, manage invoices and billings. They will be responsible for accurately recording all day-to-day financial transactions. Bookkeeper will be responsible for assisting Tribal Enterprises as needed.

Deadline: Positions will remain open until filled. All interested applicants please submit application into the Administration Office. Applications can be submitted via mail, in person, or at webmaster@santarosa-nsn.gov. Applications can be found on Santa Rosa website at www.santarosa-nsn.gov. For more information and or applications, please contact Santa Rosa Band of Cahuilla Indians P.O. Box 391820 Anza, CA 92561 Phone: (951)659-2700 Fax: (951) 659-2228.