



SHERWOOD VALLEY BAND of POMO INDIANS

190 Sherwood Hill Dr., Willits, CA 95490
(707) 459-9690 Fax: (707) 459-0477

Post Date: 1/08/2025

All positions require: (1) Valid CA Driver License and must be insurable through SV provider, (2) provide moving vehicle record (MVR), (3) must pass drug test and (4) submit to a background investigation, (5) include a resume.

Fiscal Officer Salaried: \$75,000 - \$90,000 DOE

Closing Date: Open until filled

- Responsible for the performance and reporting of all financial accounting, financial reporting, budgeting, analysis, and fiscal management activities in accordance w/GAAP
- Responsible for preparing and completion of the annual audit
- Accounting BS Degree
- Familiar with Acufund accounting system
- Familiar with ADP System
- 638 experience preferred / fund accounting experience required
- Regularly report to Tribal Council; meet w/department managers
- Supervisory Skill, excellent communication and presentation skills
- Trained in double-entry accounting procedures
- Drug screening and background investigation required.
- Resume and references required

Utility Facilitator start \$23.00/hour. (Temporary)

Closing Date: January 21, 2025

- Work under the Supervision of the Tribal Administrator
- Knowledge of maintenance techniques to complete repairs, ensure building safety and perform upkeep on property interior and exterior
- Assist with the oversight of SV Water systems, sewer systems
- High School Diploma required, some college in related field
- Attend community education and workshops pertaining to utility maintenance and repair
- Use and operate hand tools, mechanical equipment and power tools
- Experience working with Indian families including basic knowledge of the local history and culture
- Coordinate and compile information and records as required
- Must interact with others to develop an effective and cooperative working relationship

Inter-Tribal Elder Advocate (Part Time up to 20 hrs/wk, Starting \$20.00 - \$23.00 DOE)

Closing Date: January 21, 2025

- Historical knowledge of California and Mendocino Indigenous Communities
- Encourage Elders to participate in a talking circle and events
- Record and document their narratives
- Provide transportation for Elders to attend meetings
- Prepare reports
- Ability to be courteous and respectful to our Elders

Warehouse Aide

Closing date: January 21, 2025

- Flexible shifts for travel
- Assist with distribution, receiving, unloading, stacking and inventory of USDA Commodities;
- Maintain the warehouse by cleaning and keeping sanitary;
- Assist in tailgates food distribution.
- Physical strength and ability to lift, carry, stack boxes and other bulky materials, weighing up to 40 lbs., for extended periods of time.
- Forklift operation/certification required (will train and must be certified within three (3) months of hire)

USDA Certifier

Closing Date: January 21, 2025

- Highly confidential position
- Review applications for certification
- Data entry, competent computer skills
- Must be physically able to climb in and out of USDA trucks
- Must possess a Valid California Driver License
- Must pass pre-employment drug testing and back ground check

Labor Pool (Temporary or Seasonal)

Closing Date: No closing date

- Full time and part time positions.
- Available for flexible shifts including weekends, after hours and on call.
- Labor Pool positions include: "IHS Drivers", "Smoke Shop Sales Clerks", "USDA and SVTEP Laborers", "Seasonal Fire Safety Maintenance", "Learning Center Chaperones", "Education Department", and General Clerical workers.

These positions are designed for specific durations to assist with departmental needs.

**For more information, please contact
Sherwood Valley Tribal Office:
707-459-9690 X:110
Monday – Friday: 8:00AM – 5:00PM
190 Sherwood Hill Drive, Willits, CA 95490**

**To request an application call or email:
emorinda@sherwoodband.com
OR visit our website:
www.sherwoodvalleybandofpomo.com
for an application.**