



**AMERICAN INDIAN COUNCIL
OF MARIPOSA COUNTY**

SOUTHERN SIERRA MIWUK NATION
P.O. Box 186 · Mariposa, California 95338
SouthernSierraMiwukNation.org

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ADMINISTRATIVE ASSISTANT

Job Title:	Administrative Assistant	Position Type:	Full Time (32 hours/week)
Location:	SSMN/AICMC Tribal Office 4630 Ben Hur Rd, Mariposa	Compensation:	\$20.00 per hour

Application Accepted By:

Email Resume and Cover Letter to: ssmiwuknation@gmail.com
Subject Line: "Administrative Assistant"

OR

Drop off Resume and Cover Letter in person at:
Miwumati Healing Center
4629 Hwy 49S, Mariposa, CA 95338
Mon-Thurs 8am-4pm

Deadline to submit resumes: February 28, 2026

Southern Sierra Miwuk Nation (SSMN) is a California Indigenous Tribe operating through our nonprofit American Indian Council of Mariposa County (AICMC). The mission of the AICMC is to ensure the wellness and longevity of the Southern Sierra Miwuk Nation; preserving, protecting, and promoting our culture, traditions and ancestral landscapes for future generations.

POSITION DESCRIPTION:

AICMC is seeking a detail-oriented and versatile Administrative Assistant with a well-rounded background in office and financial management. The Administrative Assistant will perform various administrative, bookkeeping, and clerical tasks, including an immediate goal of developing a desktop manual of Standard Operating Procedures for the organization (with direction from leadership).

The Administrative Assistant will work closely with program directors and accounting contractors to organize, maintain and track documents related to finance and grant management. The Administrative Assistant will assist with project invoicing and reporting, establish and maintain electronic and paper filing structures, grant related finance tracking including accounts payable/receivable, tracking expense receipts, bank deposits, data entry, payment advances and budget tracking and coordination with Director and accounting firm on tax forms and bookkeeping while ensuring AICMC policy and standards are being met and followed. Responsibilities will also include other administrative tasks as needed. Responsibilities will require working knowledge of QuickBooks Online software and basic Excel spreadsheets.

As a grant funded role, this position may also be responsible for tracking time spent on each grant program/project as funding changes.

The Administrative Support should have the organizational skills, discipline and accountability needed for programmatic success while promoting the cultural and personal wellbeing of the organization and the values of the Southern Sierra Miwuk Nation.

Job duties require this position to work primarily onsite, though some remote work may be accommodated as appropriate.

DUTIES AND RESPONSIBILITIES:

GRANT MANAGEMENT & FINANCE SUPPORT:

- Maintain, organize and become familiar with grant related documents including agreements, amendments, resolutions, and reports
- Use Excel spreadsheets to help track grant budgets, create invoices and expenditure reports
- Maintain calendars and track progress for grant funds and due dates
- Document tracking (maintain and organize electronic files and folders)
- Finance tracking (budget, expenses, advances)
- Willingness to be trained on QuickBooks
- Assist with accounts payable/receivable, prepare invoices, and deposit funds
- Track expense receipts and upload to QuickBooks
- Coordinate with Director and accounting firm on tax forms (IRS Form 990) and bookkeeping

OTHER ADMINISTRATIVE DUTIES

- Oversee the secure retention of organizational documents in accordance with AICMC Standards and Practices. (Reference "AICMC Record Retention Policy")
- Maintain confidentiality of employees, donors, prospects, landowners, vendors, suppliers and other corporate records.
- Update and maintain the organization's policies and procedures at the direction of the leadership.

- Collect staff timesheets in preparation for bi-weekly payroll
- Support Directors in developing and executing staff training schedules
- Assist with Tribal Council meeting and other meeting prep, upon request
- Assist with tribal annual events as needed, upon request of Tribal Council

Note:

This list of essential functions and physical requirements is not exhaustive and may be supplemented as necessary in accordance with the requirements of the job.

QUALIFICATIONS

REQUIRED:

- Excellent organizational skills with attention to detail and the ability to prioritize and stay on deadline while managing multiple projects.
- Must have reliable personal transportation
- Must possess strong communication skills, with a commitment to clear and honest communication.
- Must have experience working with indigenous communities. Commitment to understanding the history, culture, and needs of the Southern Sierra Miwuk Nation.
- Must respect cultural and human diversity; must be willing to maintain professional relationships with intertribal and non-native partners
- Must be proficient in email communication and computer literate

PREFERRED:

- 1+ years of experience as administrative/office assistant or budget management role
- Experience working with nonprofits or tribal organizations
- Strong working knowledge of QuickBooks and Microsoft Office (ie: Word and Excel)

BENEFITS & GROWTH OPPORTUNITIES

- **Work-Life Balance:** Recharge and refresh with up to 26 days of paid time off annually, including 11 holidays, 10 vacation days, and 5 sick leave days (eligible for regular, full-time employees).
- **Retirement:** Employees may make automatic contributions to a CalSavers Roth IRA.
- **Growth & Development:** We believe in empowering our team and support on-the-job training and development opportunities to excel in your career.

For more information about AICMC, aka Southern Sierra Miwuk Nation, visit:

www.southernsierramiwuknation.org