



Rincon Band of Luiseño Indians

Contact Us:

One Government Center
Lane

Valley Center, CA 92082

Phone: (760) 749-1051

Hours: 8:00 am – 4:30 pm

Monday - Friday

www.rincon-nsn.gov



JOB ANNOUNCEMENT

Title: Finance Intern

Requisition Num.: 015-2026

Open Date: 05/19/2026

Closing Date: Until Filled

Department: Finance

Classification: Full-Time/Exempt

Salary: Commensurate with Experience

Location: Valley Center, CA

Opportunity: The Finance Intern will provide temporary, project-based support to the Finance Department while gaining practical experience in governmental finance operations. This internship is designed to offer exposure to core finance functions, including reconciliations accounts payable, payroll processes, budgeting, and financial systems. The intern will work under close supervision and will assist with assigned tasks and projects while maintaining strict confidentiality of finance and organization information.

ESSENTIAL DUTIES & RESPONSIBILITIES

Duties should reflect support-level responsibilities appropriate for an intern.

- Assist with month-end account reconciliations under supervision.
- Support grant setup and data entry activities within financial systems (e.g., Intacct)
- Provide assistance with budget-related tasks, including data gathering and basic analysis.
- Support Accounts Payable functions, including document preparation and processing assistance.
- Observe and provided limited administrative support for payroll processes under direct supervision. The intern will not have access to confidential employee or tribal member data, including Social Security Numbers, date of birth, or other personally identifiable information.
- Assist with finance-related projects, including process improvement or automation initiatives.
- Perform data entry, file organization, and document management tasks.
- Support the Finance team with general administrative and project-based assignments.
- Maintain confidentiality of all financial, employee, and organizational records

SCOPE & LIMITATIONS OF ROLE

- This position is support in nature and does not include independent decision-making authority.
- Work is performed under direct supervision and review.
- Access to financial systems and data will be limited to what is necessary for assigned tasks.
- The intern will not have authority to approve transactions, expenditures, or financial records.
- Demonstrates an awareness and appreciation of the cultural diversity of the community.
- Maintain a clean and safe working environment.
- Adhere to safety standards and regulations of the Tribal Council.

2 Job Announcement, Cont'd. – Finance Intern

To Apply:

Employment with the Rincon Band of Luiseño Indians begins by filling out an application and resume and turning it into the Human Resources Department at the Government Center, or emailing it to jobs@rincon-nsn.gov.

To work for the Rincon Tribe, you minimally need:

- High School Diploma or GED
- A valid California driver's license

Applications which are not completely filled out will not be considered.

Preference:

Tribal preference will be given to eligible Rincon Tribal Members who meet the minimum qualifications. Background investigation drug and alcohol screening are required as a condition of employment. Rincon Band of Luiseño Indians is an equal opportunity employer.

SCOPE & LIMITATIONS OF ROLE CONT'D

- Handle all confidential and proprietary information in accordance with policies and procedures.

EDUCATION/EXPERIENCE AND/OR TRAINING

- Current enrollment in an accredited college or university (Finance, Accounting, Business, or related field preferred)
- Basic understanding of financial principles
- Strong attention to detail and organizational skills
- Ability to handle sensitive and confidential information with discretion.
- Proficiency in Microsoft Office (Excel, Word)

PREFERRED QUALIFICATIONS

- Junior or Senior standing in a related field
- Exposure to financial systems or data analysis tools
- Interest in governmental or tribal finance operations

Selection Process:

All applications will be reviewed, and the most appropriately qualified individuals will be invited to continue in the selection process. The process may include a written and/or oral examination to assess job related education, experience and training. All prospective employees must live within a 50-Mile Radius from the Rincon Government Center.

Resumes will not be accepted in lieu of completed application forms but may be attached.

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Benefits

The Rincon Band of Luiseño Indians offers a comprehensive and competitive benefit package for full-time and qualifying part-time employees. Benefits include the following:

Health & Wellness Coverage: Medical, dental and vision coverage

- Generous Paid Time Off (PTO) Accrual
- Holidays: Full-time employees and qualifying part-time employees are eligible for eleven (11) full paid holidays, and four (4) half day (4 hours) paid holidays.
- Comprehensive Annual Performance & Merit Reviews
- Job Training based on Business Needs
- Life and Long-Term Disability: \$100,000 employer paid Life Insurance and Long-Term Disability
- Flexible Spending Accounts: Healthcare and Dependent care reimbursement accounts
- Supplemental Life and Accidental Death and Dismemberment (AD&D) Insurance
- Supplemental Coverage: Disability, Accident, Cancer, Life and Hospital Confinement
- Retirement: 401(k) retirement plan with a generous employer match
- Company Events: Rincon Tribal Government holds great social events for employees and occasionally raffle many prizes.

Rincon Tribal Government – Core Values

Trust

Integrity

Open and Honest Communication
