

# PYRAMID LAKE PAIUTE TRIBE

## JOB ANNOUNCEMENT

### **GENERAL LEDGER ACCOUNTANT**

Finance Department – Nixon, NV  
\$45,968.00 - \$50,710.40; Regular, Full-Time, Exempt,  
Class Code 425, Grade 16, Step 1-3 DOE

**Date Posted: 07/01/2024.**

**Date Closes: OUF**

**DEFINITION:** Performs accounting work related to the operation and maintenance of computerized and network financial accounting; reconciles general ledger accounts through multifaceted adjusted journal entries.

### **DUTIES AND RESPONSIBILITIES:**

Review revenue and expense reports to assure accuracy of information, calculations, and allocations. Analyze data and make appropriate journal entries to the general ledger.

Examine supporting documentation to establish proper authorization and conformance with agreements, contracts, and applicable tribal and federal regulations.

Calculate and post Indirect Cost expense to all funds on a monthly or quarterly basis.

Review and reconcile accounts payable and receivable to the general ledger.

Assist the Tribal Comptroller with reconciliation of cash accounts to bank statements. Prepare journal entries for all electronic fund transfers, return checks and other related cash items.

Research and update outstanding checks on the bank reconciliation and ensure that these are cleared by year-end.

Coordinate grant accounting and assist in preparation of financial reporting to various agencies.

Assist in the establishment of Internal Control procedures over all Tribal Revenue, such as: third party receivables, permits, irrigation fees, court fees and fines, museum sales and inventory, rent and leases. Work closely with these program directors for accountability of all revenues.

Supervise assigned accounting staff as delegated. Authorized signer as needed for purchase order and check requests.

Perform other related duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of applicable laws regulating public agency accounting and fiscal operations, in analyzing, posting, balancing, and reconciling financial data ledgers and accounts; budget principles and terminology; principles and practices of business data processing related to accounting; proper authorization and documentation for disbursements and other transactions.

Must be bondable and possess a valid driver's license and be insurable under the Tribe's vehicle insurance policy.

**REQUIRED EDUCATION AND EXPERIENCE:**

Bachelor's degree with major course work in accounting, finance, business administration or a related field. Three to five (3-5) years' experience with principles, practices and terminology of general funds and governmental accounting with direct exposure to grant reporting and/or compliance; or six (6) years of progressive accounting experience, at least two of which are directly related to grant accounting; or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**TO APPLY:** Applications may be obtained from the Human Resources Office at the Tribal Administrative Building in Nixon, Nevada; by writing to the Pyramid Lake Paiute Tribe at PO Box 256, Nixon, NV 89424; or by calling the Human Resources Office at (775) 574-1000, extension 1132.

The Pyramid Lake Paiute Tribe is a drug free workplace. Applicants will be required to undergo drug testing prior to employment and will be subject to further drug and alcohol testing throughout their period of employment. In addition, the Tribe implements a Background Investigation Program in which all employees are subject to a background investigation and favorable suitability determination as a condition of employment.

*Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25, U.S. Code, Section 472 and 473). However, the Pyramid Lake Paiute Tribe is an Equal Opportunity Employer, and all qualified applicants will be considered in accordance with the provisions of Section 703(I) of Title VII of the Civil Rights Act of 1964, amended in 1991.*