



PYRAMID LAKE PAIUTE TRIBE

JOB ANNOUNCEMENT

ACCOUNTING SUPERVISOR

FINANCE DEPARTMENT, NIXON, NV 89424

Class 516; Grade: 19, \$2,197.60 - \$2,424.00.

Full-time, Exempt Status

Posted: 10/23/2024 – Closes 11/26/2024.

DEFINITION: Under the direction of the Tribal Comptroller, manages and directs the activities of the Finance Department, including finance budgets and accounting records. Responds to the public on customer service issue; recommends, coordinates, and implements revisions for services. Performs difficult, complex, and specialized duties requiring use of independent judgment in the daily operations of the Tribal Finance Department.

DUTIES AND RESPONSIBILITIES:

Assist in the ongoing establishment, physical set up and daily operation of the Tribal Finance Department. Perform a wide variety of procedural and substantive administrative duties.

Manage a multi-faceted accounting office environment within the scope of payroll, and the AIR and A/P functions.

Participate in training relative to Finance.

Approve travel requests, budget modifications and purchase orders. Reconcile outstanding travel on a monthly basis.

Provide professional assistance to program directors and program staff regarding fiscal accountability.

Assist Comptroller in all phases of Financial Management.

Provide day-to-day leadership and work with Payroll, A/P & AIR staff to ensure a high-performance, customer-service oriented work environment that supports achieving the department's mission, objectives, and values.

Supervise and direct assigned staff, assigning and reviewing work to provide high quality service to the public or ensure consistent application of compliance procedures and policies; implements discipline and conflict resolution procedures when necessary.

Coordinate and work with other department supervisors and other staff regarding the timeliness, accuracy, and implications of financial records and data.

Check work of assigned areas and prepare department information that will be submitted to the Comptroller for the comprehensive annual financial report.

Direct records management processes and perform required purges, update file folders , logs, status records, and other documents to reflect the current status.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of: Principles and practices and their application, of generally accepted governmental accounting principles, including financial statement preparation and methods of financial reporting and budgeting; principles and practices of computer applications as applied to the finance function; organizational planning techniques, including staffing, goals and objectives, and work standards development; administrative principles and practices, including goal setting, program and budget development, implementation and employee supervision; application of the principles and practices of procurement and liability management, financial, budget, audit and systems procedures and controls; applicable laws regulating public agency accounting and fiscal operations, in analyzing, posting, balancing and reconciling financial data ledgers and accounts; budgeting principles and terminology including preparing clear, concise and complete financial reports and effective working relations with those contacted in the course of work.

Ability to: Prepare clear, concise and complete financial statements, reports and other written materials; exercise sound, independent judgment within general policy guidelines. Ability to effectively train, assign, and review the work of others in assigned areas.

Must be able to secure a bond.

Must successfully pass a background security check. Must possess a valid Nevada driver's license and be insurable under the Tribe's vehicle insurance coverage.

REQUIRED EDUCATION AND EXPERIENCE:

A bachelor's degree from an accredited college or university in accounting, finance, business administration, or closely related field and three years of full-time professional accounting experience or an equivalent combination of related education and experience. At least five (5) years of supervisory experience.

Experience with the principles, practices and terminology of general, fund and governmental accounting, including verifying the accuracy of financial data and information. Principles and practices of business data processing particularly related to the processing of accounting information, including ensuring proper authorization and documentation of disbursements and other transactions.

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. [Human Resources - Pyramid Lake Paiute Tribe \(plpt.nsn.us\)](http://plpt.nsn.us)

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.