



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

ACCOUNTS PAYABLE TECHNICIAN

Finance Department, Nixon, NV

\$23.76 - \$26.20 hr. Regular, Full-Time, Non-Exempt

Class Code: 351, Grade 17, Step 1-3; DOE

Date Posted: 01/22/2025.

Date Closed: OUF

DEFINITION: Responsible for the preparation, maintenance, and record keeping related to the accounts payable function for the Finance Department.

DUTIES & RESPONSIBILITIES:

- Verify and prepare invoices for approval of payment. Prepare appropriate spreadsheets for accurate allocation of utilities, insurance and telephone. Prepare checks for signature. Assure correct account codes and accuracy. Review and correct all unposted accounts payable sessions prior to posting
- Compare and match all receipts to the appropriate purchase order. Liquidate encumbrances. Report on additional purchases and overages to the supervisor.
- Verify that accounting documents have the appropriate approval and that contract payments are in accordance with approved contracts.
- Reconcile all employee travel statements. Refer any discrepancies to the supervisor.
- Maintain and update individual vendor files, reconcile vendor statements to A/P sub-ledgers monthly.
- Manage revolving accounts to ensure credit limits are always available for department use. Process 1099's at year end. Obtain W-9's and all other required contractual documents on an
- ongoing basis.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS:

- Knowledge of: Basic accounting fundamental techniques, including account structure, associated codes, types of input documents and the procedures used to maintain and/or analyze various accounting entries; general office procedures and principles; double entry (dr./cr.) automated accounting system.
- Ability to: Prepare journal entries for adjustments and corrections; operate office machines, work independent of close supervision; communicate effectively both orally and written.
- Must demonstrate dependability, reliability and be bondable.
- Must possess access to reliable transportation and a valid Nevada State Driver's License and be insurable under the Tribe's vehicle insurance coverage.

REQUIRED EDUCATION AND EXPERIENCE:

High School Graduate or GED. Minimum of three years' responsible bookkeeping and accounting experience. At least three years with a computerized accounting system or any combination of education and experience that demonstrates the ability to perform the functions of the job with minimal supervision.

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.

351-ACCOUNTS PAYABLE TECHNICIAN