



PYRAMID LAKE PAIUTE TRIBE

PO BOX 256
NIXON, NEVADA 89424

JOB ANNOUNCEMENT

TRANSPORTATION OFFICE MANAGER (2)

Transportation Department, Nixon, NV
Transportation Office, Wadsworth, NV
\$1,900.80 - \$2,096.00 Regular, Full-Time, Exempt
Class Code: 396, Grade 17, Step 1-3; DOE

Date Posted: 03/28/2025.

Date Closes: 04/11/2025.

DEFINITION: Provides technical accounting, budget and other administrative support for contract and grant programs of the Transportation Planning Department, including monitoring, tracking, and maintaining current draw down of funds. Prepare/track required internal and external administrative and financial reports. Ongoing office support for the Transportation Planning Department.

DUTIES & RESPONSIBILITIES:

- Serves as key assistant to Transportation Planning Department.
- Provide advanced and technical accounting support work for the Transportation Planning Department and its project-funded programs.
- Maintains financial data on staff travel, training and all other related expenses.
- Monitor, analyze and prepare reports on the transactions and account for projects funded by Federal, State and local allocations.
- Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods and funding.
- Track revenues and expenditures by funding source and/or subcontract. Reconcile project financial statements for submittal to the Transportation Planner and the Tribal Comptroller for monthly/quarterly review.
- Work closely with department staff, tribal officials, and Federal, state and local governmental agencies. Keep abreast of changes involving internal and external practices, policies, and procedures to ensure project funds are administered to such policies.
- Comply with various reporting periods according to specifications and program needs. Prepare project close-outs and biannual reports.
- Track due dates and prepare internal department reports for project agencies and work with Finance to request reimbursement or advances as allowed by the funding agency as outlined by the specific project or contract. Timely follow-up and resolution to reimbursements declined by the project agency.
- Review and verify requisitions to ensure compliance with the appropriate use of project funds as set forth by the funding agency and applicable laws, regulations, and policies.
- Responsible for performing a wide variety of procedural and substantive clerical/administrative work and person-to-person contacts necessary for acceptable and effective management of the office.
- Works independently in the performance of duties performing the more difficult tasks which would require the attention of the supervisor or other lead staff.
- Receives telephone and personal callers and utilizes knowledge of the organizations, programs, operations and procedures to make proper disposition of inquiries.
- Maintains an appointment schedule for the supervisor and professional staff.
- Assist the Transportation Planner with an audit of projects as determined by funding agencies. Review and submit budget modifications.
- Maintain and update Transportation project spreadsheets.
- May be required to perform other assigned duties.

MINIMUM QUALIFICATIONS:

- Knowledge of budgeting, accounting and reporting; office practices and procedures; spreadsheet and data processing software used to develop financial reports and data collection.
- Skilled in effective interpersonal communication; organization and planning; developing accounting recordkeeping systems, reports; interpreting financial accounting reports and presenting information to others. Proficient in creating and managing spreadsheets and databases.
- Ability to: plan, design and implement accounting procedures; research, analyze and interpret complex data; prepare clear, concise reports for managers and other internal and external users; develop and maintain effective working relationships with those contacted in the course of work; follow complex directions; handle multiple priorities; independently plan, initiate, and complete assignments.
- Must favorably pass a thorough background investigation, including fingerprint clearance. Must possess a valid Nevada driver's license and be insurable under the Tribe's insurance vehicle policy. Must be able to pass a pre-employment drug/alcohol test.

REQUIRED EXPERIENCE & TRAINING:

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 accounting with direct exposure to project reporting and/or compliance; or six (6) years of progressive accounting experience, at least two of which are directly related to project 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.