



PYRAMID LAKE FISHERIES

603 SUTCLIFFE DR - Reno, NV 89510
(775) 476-0500 FAX (775) 476-0558

JOB ANNOUNCEMENT

Closing Date: Open Until Filled

POSITION: Finance Manager

LOCATION: Pyramid Lake Fisheries
603 Sutcliffe Drive
Sutcliffe, NV 89510

SUPERVISOR: Executive Director

SALARY: \$18.00-\$18.54 per hour
Steps 1 – 3
4 Day, 36 hour work week

DEFINITION: Accurately maintains financial records, reports and internal operations for a Tribal Finance Department and completes all tasks of a full charge bookkeeper.

DUTIES AND RESPONSIBILITIES:

Maintains general ledger and all books of original entry. Performs monthly reconciliation of general ledger, bank accounts and investment accounts with the Office of Special Trustee. Prepares financial reports for Executive Director and Management Team and monthly reports for the Board of Directors.

Processes accounts payable, accounts receivable, and payroll on Sage Business Works software. Manages cash flow for operating fund and investment portfolio of trust fund accounts. Provides control of revenues and expenses in accordance with the approved budget. Coordinates the development of the annual budget.

Maintains files of all financial related documents, including grants, contracts, leases, health, life and business insurance policies. Manages retirement plan and all employee benefit policies. Maintains and updates government and bank signature authorization required for financial transactions

Manages the daily personnel administration and compliance with the Fisheries Personnel Policies and Procedures Manual. Prepares and coordinates timely employee evaluations and performance appraisals. Manages a centralized official confidential personnel records and information system.

Manages the financial obligations for grants from government agencies including tracking expenses and filing correct government forms in a timely manner. Reconciles and prepares requests for funds from government agencies using their standard forms.

Supervises assigned accounting and /or clerical staff. Responsible for selection, training and evaluation of positions.

Attends monthly meetings and gives written and oral financial reports as necessary. Performs other related duties as required.

MINIMUM QUALIFICATIONS:

Must have valid Nevada Drivers license and be eligible for insurance under the Fisheries vehicle insurance policy.

REQUIRED EXPERIENCE AND TRAINING:

High school graduate with two years of college in Accounting or Business Administration. At least three (3) years of responsible accounting, bookkeeping or closely related work experience in a Tribal organization or similar office working with computerized accounting systems; or two (2) years of work experience in grants and contracts administration. At least one (1) year supervisory experience or any combination of training, experience or other preparation which would indicate possession of the knowledge, skills and abilities required for the position.

TO APPLY: Applications to be filed at the Pyramid Lake Fisheries Administrative Office, located in Sutcliffe, NV. For more information please contact the Pyramid Lake Fisheries at (775) 476-0500.

TRIBAL DRUG AND ALCOHOL TESTING POLICY: All offers of employment will be contingent upon successfully passing urine alcohol/drug screening. A positive drug test (meaning any presence above the threshold levels) will disqualify an applicant for employment for a period of six months. The cost of the pre-employment drug/alcohol testing (\$25.14) will be the responsibility of the prospective employee.

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 Fisheries is an Equal Opportunity Employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (1) of Title VII of the Civil Rights Act of 1964. Amended in 1991.