



# PYRAMID LAKE PAIUTE TRIBE

PO BOX 256  
NIXON, NEVADA 89424

## JOB ANNOUNCEMENT

JA26-020

### **ACCOUNTING TECHNICIAN**

Finance, Nixon, NV

\$23.76 - \$26.20 Per Hour, Full-Time, 40 hours per week

Non-Exempt CL: 316, Gr 17, Step 1-3 DOE

**Date Posted: 04/21/2026**

**Closing Date: 05/05/2026**

**DEFINITION:** Responsible for preparation, maintenance and record keeping of a variety of complex financial documents for accounting of all transactions within 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 additional purchases and overages to the supervisor.

Prepare bank deposit; verify cash to unposted cash receipts report. Review and reconcile all unposted cash receipts prior to posting.

Verify that accounting documents have the appropriate approval and that contract payments are in accordance with approved contracts. Prepare and maintain contract files.

Prepare and submit monthly, quarterly, annual financial reports to State, Federal and other regulatory agencies as required by funding agency. Coordinate with the funding agency all new contract/grant requirements, such as; method of reporting, method of drawdowns. Prepare drawdowns of revenue.

Create revenue and expense reports and general ledger detail once per month and distribute to the Program directors.

Reconcile all employee travel statements. Refer any discrepancies to the supervisor.

Input all new budgets into MIP. Review all budget modifications for accuracy, input modifications in a timely manner into MIP. Report any problems to the supervisor.

Prepare invoices, billing to various departments, programs or outside agencies for reimbursement to the Tribe.

Prepare PUD billing on a monthly basis. Prepare Daycare billing on a weekly basis. Maintain billing and agreements with various agencies. Review and input Journal entries.

Maintain and update individual vendor and employee payroll files and ensure that required documentation is included in all files.

Verify account codes and rates of pay on personnel action forms. Review timesheets for accuracy, completeness and compliance with department policies, laws and other regulations.

Prepare an unposted report of payroll each week for approval by the supervisor prior to posting. Transfer to accounting.

**DUTIES AND RESPONSIBILITIES cont.:**

Perform direct deposits.

Reconcile payroll deductions, reimbursements, due to/due from the general ledger bi-weekly.

Prepare bi-weekly, quarterly, and any other applicable federal and state payroll tax reports including 941 and 940 reports and annual W-2's. Assure reporting is completed in a timely manner.

Must perform the Accounting Clerk's duties in the absence of the Accounting Clerk.

Perform other related duties as requested by the immediate supervisor.

**MINIMUM QUALIFICATIONS:**

Knowledge of basic accounting techniques to include 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.

Possess effective oral and written communication skills.

Ability to prepare journal entries for adjustments and corrections; operate office machines; work independent of close supervision; meet and act as a liaison for the Finance Department and relate to various funding agencies or regulatory agencies.

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 EXPERIENCE & TRAINING:**

High School Graduate or GED. Minimum of three years responsible bookkeeping, accounting, payroll 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. Substitute one of the above with three years' experience in data entry or banking.

**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, ext. 1120.

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(l) of Title VII of the Civil Rights Act of 1964, amended in 1991.*