



Walker River Paiute Tribe

Human Resources Department

JOB ANNOUNCEMENT

Job Title:	Finance Director	Supervisor:	Tribal Chairman
Department:	Finance	Location:	Tribal Administration
Salary Range:	\$55,342.72 - \$64,066.11	Pay Grade:	11
FSLA Status:	Exempt	Type:	Full-time
Open Date:	Open till filled	Close Date:	Open till filled

DEFINITION: The Finance Director is responsible for implementing and overseeing all phases of the Financial Management System of the Walker River Paiute Tribe. The Finance Director is responsible for maintaining fiscal control over all tribal programs, assets and accounting records. The finance Director has direct supervision of Finance Department employees, including the development and implementation of goals, objectives, policies, procedures, and work standards for the department.

DUTIES & RESPONSIBILITIES:

- Supervise, establish, upgrade and maintain all financial transactions of the Walker River Paiute Tribe in accordance with Generally Accepted Accounting Principles (GAAP) and in conjunction with Federal, State, and Walker River Paiute Tribe (WRPT) guidelines.
- Maintain communication with the Walker River Tribal Council; make presentations of WRPT financial status and operations to the Tribal Council.
- Provide professional assistance to Program Directors and program staff regarding fiscal accountability. Develop budgets and determine proper line-item account coding for all new contracts/grants and assist program directors with budget modifications and carry-over budgets. Provide monthly reports to program directors.
- Approved Purchase Requisitions after determining if expenditure requests are allowable under contract/grant regulations, and within budgetary constraints, code to correct line-item and comply with the Tribe’s Procurement Policy.
- Approve all Check Requests and Drawdown Requests.
- Responsible for securing auditor for annual audit. Maintain financial readiness for yearly audit. Answer audit findings and send audit copies to grantor agencies as requested.
- Represent the Tribe in meetings with Government agencies, professional and business organizations.
- Serve as a liaison between banking, insurance and investment resources, including but not limited to job training quotes, competitive bids and establishing lines of credit.
- Review for accuracy, prepare and post entries to general ledger as necessary including budgets and year-end closing entries. Approve monthly general ledger before the books are closed for the period.
- Reviewing fund balance and retained earning accounts.
- Reviewing enterprise monthly statements.

- Review bank reconciliations.
- Assist in preparation of annual Indirect Cost Proposal.
- Review Payroll.
- Review proposed pay increases to ensure availability of funds in program budget.
- Assist in preparation of Management Discussion & Analysis (MD&A).
- Prepare changes and updates to the Tribe's Financial Management, Procurement, and Travel Policies as necessary.
- Review/approve all travel advance. Reconcile all outstanding travel monthly.
- Supervise Finance Department staff.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

- Extensive knowledge of Fund Accounting.
- Extensive knowledge of contracts and grants accounting administration.
- Computer literate including Microsoft Office applications and accounting applications.
- Must have exceptionable communication, analytical and research skills; ability to organize and express ideas clearly.
- Must have demonstrated proficiency in use of computers – word processing, spreadsheets, database management, etc.
- Must maintain effective, discreet and courteous working relationship when conveying information and/or working with public officials and agencies, members of the general public, co-workers and subordinates.
- Must be able to effectively manage multiple responsibilities; prioritize, organize, plan, perform work with a high degree of independence and work cooperatively with others.
- Ability to exercise mature judgment, confidentiality, and responsible decision-making in accordance with established policies and procedures of the Walker River Paiute Tribe.

QUALIFICATIONS:

- BS in Accounting with 6 to 8 years of experiences;
- or AS in Accounting with 10 years of experience;
- or combination of proven education/experience in business administration, finance or closely related field may be considered.
- Must possess a valid Nevada Driver's license and be insurable under the Tribe's Insurance.
- Must be bondable.
- Must submit pre-employment drug & alcohol testing.
- Must be able to successfully pass a background investigation.

For applications contact Human Resource at the Tribal Administration Building,
Walker River Paiute Tribe, P.O. Box 220, Schurz, Nevada 89427;
Call (775) 773-2306, ext. 315, Fax (775) 773-2358 or E-mail: hr@wrpt.us.

<http://www.wrpthumanresources.com/>

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 Walker River 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.