



# Walker River Paiute Tribe

*Human Resources Department*

## JOB ANNOUNCEMENT

Job Title:	Accountant	Supervisor:	Finance Director
Department:	Finance	Location:	Finance
Salary Range:	\$16.33-\$18.01-hour, DOE	Pay Grade:	8
FSLA Status:	Non-exempt	Type:	Full-time
Open Date:	March 10, 2020	Close Date:	March 23, 2020

### **DEFINITION:**

The Accountant is responsible for overseeing the Accounts Receivable, Accounts Payable and Payroll functions of the Finance Department. Responsible for managing monthly reports for all Grants, Contracts in the Accounting System of the Walker River Paiute Tribe. The Accountant is responsible for reviewing, verifying and inputting all budgetary and Journal Entry transactions. Must possess a working knowledge of IHS/HUD regulations, IHP/HUD reporting and OMB Circular 2 CFR Part 200. A minimum of four (4) hours a day is on Tribal Housing Accounting Functions and four (4) hours on Clinic Accounting Functions.

### **DUTIES AND RESPONSIBILITIES:**

- Keep update on 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 Program Directors/Managers on their respective program budgets.
- Assist the Assistant Finance Director and Finance Director regarding fiscal accountability
- Assist in developing budgets and determine proper line-items account coding for all new contracts/grants. Provide monthly reports to Program Directors.
- Assist and/ or prepare Payroll in the absence of the Payroll Clerk.
- Assist and/ or prepare Purchase Order/Check Request in the absence of the Accounts Payable Clerk.
- Review Purchase Requisitions to determine accuracy and compliance with the contracts/grant regulations and the Tribes Procurement Policy.
- Review for accuracy, prepare and post journal entries to general ledger as necessary including Budgets and Year- End closing entries. Reconcile monthly general ledger before the books are closed for the period.
- Assist in the preparation of Monthly bank reconciliations.
- Assist in the preparation, changes and updates to the Tribes Financial Management, Procurement, and Travel Policies as necessary.
- Assist and review/approve all travel advances. Reconcile all outstanding travel monthly.
- Other duties as may be assigned.

## **SKILLS, KNOWLEDGE & ABILITIES:**

- Extensive knowledge of Fund Accounting.
- Extensive knowledge of contracts and grants accounting administration with experience in HIS/HUD Regulations and experience with IHP/APR.
- Computer literate including Microsoft Office applications and accounting applications.
- Must be bondable. (No felony convictions)
- Must have exceptional communication, analytical and research skills; ability to organize and express ideas clearly.
- Must have demonstrated proficiency in use of computers – work 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 and perform with a high degree of independence and work cooperatively with others.
- Ability to exercise mature judgement, confidentiality, and responsible decision-making in accordance with established policies and procedures of the Walker River Paiute Tribe.

## **REQUIRED EDUCATION AND EXPERIENCE:**

- Minimum Associated Degree in Accounting with three (3) to five years of experience in fund accounting; or
- Ten years of financial experience; or
- Combination of proven education/experience in business administration, finance or closely related field may be considered.
- Must possess a valid NV driver's license
- Must be able to successfully pass a background check

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: [wfrank@wrpt.org](mailto:wfrank@wrpt.org)  
<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.