



PYRAMID LAKE PAIUTE TRIBE
www.plpthumanresources.org

JOB ANNOUNCEMENT

JA-22-056

ACCOUNTING PAYABLE TECHNICIAN

Finance, Nixon, Nv

\$21.40/hr.- \$23.60/hr. Cl. 316 Gr.16, *Regular & Temp.*

NTE 90 Days, Full-Time, Non-Exempt

Posted: 12/02/2022 – OUF

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.

May 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.

May verify account codes and rates of pay on personnel action forms; and review timesheets for accuracy, completeness and compliance with department policies, laws, and other regulations.

DUTIES & RESPONSIBILITIES Continued:

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

Must complete and pass a pre-employment drug and alcohol test.

Must favorably pass an appropriate fiduciary background investigation.

REQUIRED EDUCATION & EXPERIENCE:

High school graduate or GED. Minimum of three years of responsible bookkeeping, accounting, payroll experience. At least three years experience 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. May substitute one of the above with three years experience in data entry or banking.

APPLY:

Human Resources Office
PO Box 256, Nixon, NV 89424
(775) 574-1000, Extension 1132/1119/1120

hrrecruiter@plpt.nsn.us / www.plpthumanresources.org

The Pyramid Lake Paiute Tribe is a drug free work place. 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.