



# PYRAMID LAKE PAIUTE TRIBE

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## JOB ANNOUNCEMENT

### **GRANTS ACCOUNTING SPECIALIST**

\$21.21 – 22.28 per hour; Full-time

Class Code 416, Grade 21, Step 1-3; DOE

**Date Posted: 09/21/2020**

**Date Closes: 10/06/2020**

**DEFINITION:** Provides technical accounting, budget and other administrative support for contract and grant programs of the Pyramid Lake Paiute Tribe, including monitoring, tracking, and maintaining current draw down of funds. Prepare/track required internal and external administrative and financial reports.

### **DUTIES & RESPONSIBILITIES:**

Provide advanced and technical accounting support work, involving varying fiscal years, for the Pyramid Lake Paiute Tribe and its grant-funded programs.

Monitor, analyze and prepare reports on the financial transactions and accounting for programs funded by Federal, state and local grants and allocations.

Monitor fiscal compliance by subcontractors and sub-recipients with various reporting periods.

Track revenues and expenditures by funding source and/or subcontract. Reconcile grant and program financial statements for submittal to the Finance Department by fund, which may include many different grants.

Work closely with department staff, Finance Department, tribal officials, and Federal, state and local governmental agencies.

Report financial grant information from a variety of revenue sources with many element codes. Prepare a variety of reports, statements, records, analyses, and financial compilations for Federal, state, and local regulatory agencies with various reporting periods according to specifications and program needs. Prepare grant closeouts and biennial reports.

Track administrative, narrative, and progress reports of grant-funded programs and submit a consolidation of all required reports to the funding agencies.

Track due dates and prepare reports for grantor agencies, verify invoices for allowable costs, and prepare grant requests for reimbursement or advances as allowable by the funding agency and directed by the department.

Review financial transactions prior to submittal to ensure compliance with the appropriate use of grant funds as set forth by the funding agency and applicable laws, regulations, and policies.

Assist in recommending and implementing grant administrative and fiscal reform, both in department systems and financial compliance reporting systems.

**DUTIES AND RESPONSIBILITIES Continued:**

Calculate and execute electronic and manual fund transfers from grantor financial institutions to Tribal bank accounts. Establish and use record-keeping procedures, manually and through on-line data entry and wire transfer systems.

Establish and maintain a schedule detailing deadlines and key dates for grant reporting (financial and administrative) and update the schedule regularly for use and distribution to tribal programs and officials.

Assist in the closing of grants as required to ensure that all federal requirements for grant closings are followed, primarily that all reporting requirements are complete and that all funds are properly received and accounted for.

Assist the Contracts & Grants and Finance Departments with annual audit and indirect cost agreement.

Perform other duties as assigned.

**MINIMUM QUALIFICATIONS:**

Knowledge of: budgeting, accounting and reporting; office practices and procedures; unique accounting issues related to Federal, state and local grants; spreadsheet and data processing software used to develop financial reports and data collection; governmental accounting and cash flow policies and procedures; fund, managerial, governmental, and cost accounting principles and practices.

Skilled in: effective interpersonal communication; organization and planning; developing accounting record systems, worksheets and reports; interpreting financial accounting reports and presenting information to others.

Ability to: plan, design and implement specialized financial accounting procedures; research, analyze and interpret complex accounting data; prepare clear, concise financial reports for managers, grantors, and other internal and external users; develop and maintain effective working relationships with those contacted in the course of work; follow complex directions; handle multiple priorities; independently plan, initiate, and complete assignments; make independent accounting decisions; perform complex reconciliations to determine accuracy of account balances; perform revenue and expenditure processing activities; determine the timing, amount and funding sources for budget revisions and modifications; identify problems from an accounting worksheet or financial report and solve or recommend solutions.

Must favorably pass a thorough background investigation, including fingerprint clearance. Must possess a valid Nevada driver's license and be insurable under the Tribe's insurance vehicle policy. Must be able to pass a pre-employment drug/alcohol test.

**REQUIRED EDUCATION AND EXPERIENCE:**

A Bachelor's degree or the equivalent, in accounting, finance, business administration or a related field from an accredited college or university supplemented with at least two (2) years experience in local, state or federal government with direct exposure to grant reporting and/or compliance; or six (6) years of progressive accounting experience, at least two of which are directly related to grant accounting; or any combination of training and experience that would provide the required knowledge, skills and abilities will be considered.

**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, extension 1119/1132.

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.

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