

SUMMIT LAKE PAIUTE TRIBE

Primary Administrative Office
1001 Rock Blvd, Sparks, NV 89431
(775) 827-9670 Fax (775) 827-9678

JOB ANNOUNCEMENT

Position Title: Finance Clerk Rate of Pay: \$14.00 - \$16.00 hr.
Benefits: Paid Holidays, Sick /Annual Leave (some subject to completion of probation)
Opening Date: 12/16/2016 (Public with Indian Preference)
Closing Date: Open Until Filled Funding Program: Consolidated
Duration of Employment: Permanent Full time

About the Tribe: The Summit Lake Paiute Tribe is a federally-recognized Tribe, organized in accordance with the Indian Reorganization Act of 1934. The Tribe's constitution is titled *Articles of Association*. The Summit Lake Reservation is located 50 miles south of the Oregon state border, 68 miles east of Cedarville, California, and, 83 miles north of Gerlach, Nevada. The Tribe's Primary Administrative Office is in Sparks.

JOB SUMMARY: The Finance Clerk will provide financial clerical support to the Summit Lake Paiute Tribe (SLPT) Finance Department and Tribal Council as needed. This position is responsible for a variety of other tasks as described below. Strong analytical, written communication skills are required. Excellent computer skills (Abila preferred), emphasis on Excel, and 10-key calculator skills are required, including the ability to be detailed-oriented, type quickly and accurately. The Finance Clerk must possess a pleasant manner, excellent people skills, ability to be a team player, and project a professional company image at all times.

MAJOR DUTIES AND RESPONSIBILITIES:

Under the direct supervision of the Finance Director, or the Tribal Council Members or the ranking Department Director, the Finance Clerk shall perform the following duties:

1. Provide accounting and technical support to the Finance Department.
2. Assist with Finance related duties, to include but not limited to:
 - Assist with Accounts Payable processes of preparation and maintaining vendor files, reconciling monthly Accounts Payable reports;
 - Assist with Payroll related duties including maintaining payroll files, reconciling annual/sick leave, monthly internal audits of payroll records;
 - Assist with monthly bank reconciliation duties to ensure bank statements tie to accounting software transaction reports;
 - Assist with on-going preparation of annual audits, i.e. assembling and preparation of financial reports for audit review;
 - Assisting with preparation of Public Law 93-638 Contract drawdown requests (every 2 weeks), assembling financial drawdown packets as required by each program's requirements.

3. Assist with the preparation of monthly, quarterly and annual financial reports as required by state and federal law and regulation.
4. Assist with Contract and Grant budgets and related financial information.
5. Update and maintain a calendar of financial reporting requirements.
6. Provide financial clerical support to the SLPT Council, upon request, including assisting the SLPT staff with research of financial documents regarding their Department, Higher Ed and ICWA.
7. Must be detailed oriented, able to identify financial problems and troubleshoot/resolve problems and perform financial duties of creating and modifying document spreadsheets using Microsoft Office Excel.
8. Maintain hard copy and electronic financial filing system.
9. Receive, process and record appropriately all financial documents, including mail (invoices), parcel deliveries, certified mail, etc.
10. Assist with outgoing mail of financial documents, courier services, and interoffice mail distribution.
11. Ensure compliance with the SLPT policies regarding the postage meter machine, copier, typewriter, and personal computers pursuant to Chapter 2, Section 3 to 6, SLPT Office Procedure Manual.
12. Other duties as assigned.

Minimum Qualifications:

1. Minimum of two years financial office experience.
2. Knowledge of and experience with financial record processes and management
3. Knowledge of financial software system, MIP, a plus.
4. Knowledge of Microsoft Office Excel, calculator 10-key-by touch experience
5. Possess professional verbal and written communication skills.
6. Excellent math, reading, writing, and grammar skills.
7. Possess a valid driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle,
8. Name not included on Federal Excluded Parties List System (<http://www.epls.gov>)

Preferred Qualifications:

1. Knowledge of financial accounting experience, including maintaining and reconciling of financial transactions & reports, interpretation of financial documents in preparation for an annual audit.
2. Experience working with Tribal Councils and other Native American entities.
3. Strong Excel spreadsheet experience.
4. Familiar with Tribal Government accounting regulations and procedures.
5. Knowledge of OMB Circular A-102 and A-133 guidelines.
6. Experience in understanding BIA Public Law 936-638 Contracts and grants regarding financial reports including preparation of budgets.
7. Grant/contract administration/financial management experience.
8. Some college preferred.

Travel Requirements:

Flexibility with regard to business-related travel is a must. This includes overnight trips to Summit Lake Indian Reservation under remote and primitive conditions and attendance at training sessions and conferences as necessary.

To Whom Position Reports:	Finance Director
Employee Classification:	Permanent Employee
Travel Requirements:	Summit Lake Paiute Tribe Reservation
Drivers License:	Must possess a valid Nevada driver's license
Overtime Status:	Non-exempt
Probationary Period:	180 days

TRIBAL MEMBERS AND INDIAN PREFERENCE

The Summit Lake Paiute Tribe is a Tribal member and Indian preference employer, in accordance with Section 7(b) (c) of Public Law 93-638, the Indian self-Determination Act. However, in all other instances the Tribe complies with Title VII of the Civil Rights Act of 1964 and does not discriminate on the basis of age, race, creed, sex, sexual orientation, religion or national origin.