

SUMMIT LAKE PAIUTE TRIBE
2255 Green Vista Dr. Suite 402
Sparks, NV 89431-7599
Phone (775) 827-9670 Fax (775) 827-9678

JOB ANNOUNCEMENT

Position Title: Finance Clerk

Opening Date: 12/31/2024

Closing Date: Open until filled

Duration of Employment: Permanent - Full time

Rate of Pay: \$18.00 to \$20.00 (DOE)

Native Preference through 01/15/2025 5:00 pm

Benefits: Paid Holidays/Annual & Sick Leave

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 Tribes Primary Administrative Office is in Sparks, NV.

Job Summary: The Finance Clerk will provide financial clerical support to the Summit Lake Paiute Tribe (SLPT) Finance Department. This position is responsible for a variety of other tasks as described below. Strong analytical and written communication skills are required, including the ability to be detailed-oriented, accurate typing. 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 ranking Department Director present, 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.
 - Assist with Payroll related duties including maintaining, reconciling annual/sick leave, comp time and monthly internal audits of payroll records.
 - Assist with monthly bank reconciliation duties.
 - Maintain and file all financial reports, i.e., General Ledger, inventory, etc. for financial records management system.
3. Assist with on-going preparation of annual pre-audit. Scan reports, etc.
4. Assist with the preparation and filing of monthly, quarterly, and annual financial reports.
5. Provide assistance to Council's Administration requests for reports, filing, copying.
6. Other duties as assigned.

Minimum Qualifications:

1. Computer literate with Microsoft, Excel and Word
2. Must have a High School diploma or GED
3. Must have two years related experience
4. Knowledge of tribal government principles and functions

Preferred Qualifications:

1. Minimum two years of college or vocational certificate in related field
2. Possess excellent verbal and written communication abilities and have excellent grammar skills.
3. Knowledge of, or experience with record management, including the ability to transcribe.
4. Must be proficient with Microsoft word, excel, access and power point.
5. Two (2) years' experience in tribal government principles and functions.

To Whom Position Reports:

Finance Director

Employee Classification:

Permanent Employee

Travel Requirements:

Travel from Sparks to the reservation to attend Council meetings twice a year, training sessions for conferences, etc...

Driver's License:

Must possess a valid driver's license and be insurable by Tribe's insurance carrier.

**Overtime Status: Probationary
Period:**

Non-exempt position

90 days, accrual of annual leave following the completion of probationary period

TRIBAL MEMBER AND INDIAN PREFERENCE

The Summit Lake Paiute Tribe is a Tribal Member, and Non-Member, Indian preference employer, in accordance with Section 7(b)(c) of 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 race, creed, sex, sexual orientation, religion, or national origin.