



**SUMMIT LAKE PAIUTE TRIBE**  
Primary Administrative Office  
2255 Green Vista Dr. Suite 402 – Sparks, NV 89431  
Phone: (775) 827-9670 – Fax: (775) 827-9678

## **JOB ANNOUNCEMENT**

**Position Title:** Finance Director

**Opening Date:** 08/13/2024

**Closing Date:** Open until filled

**Duration of Employment:** Permanent, Full-Time

**Rate of Pay:** DOE

**Native Preference:** August 27, 2024, by 5 pm

**Duty Station:** Sparks, Nevada

**Benefits:** Paid Holidays and Annual/Sick Leave

**About the Tribe:** The Summit Lake Paiute Tribe is a federally recognized Tribal entity, 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, Nevada.

**Job Summary:** Under the direct supervision of the Tribal Chairperson, the Finance Director is responsible for the following duties and responsibilities.

### **Duties and Responsibilities:**

Under the direct supervision of the Tribal Chairperson, the Finance Director shall perform the following duties:

- Follow all policies of the Summit Lake Paiute Tribe and all Federal Regulations as pertain to the Federal Grant funding.
- Operate and maintain the Tribe's automated financial system, *Abila*
- Manage payroll to ensure records are maintained in an accurate and timely manner.
- Make recommendations to improve all systems related to this position.
- Draft and present to Council needed policy changes relative to Tribe's Policy Manuals.
- Make sure all supporting documentation is attached to contracts and grant Draw Down Requests prior to submission to Council Secretary/Treasurer for a signature and submission.
- When required, work 1-2 days per year (May and October) on the Summit Lake Indian Reservation to attend Council meetings when held.
- Ensure compliance with the Tribe's security policies for the office as outlined by the Chairperson.
- Ensure compliance with Tribe's Office Procedures Manual and Tribal Member Mailing Protocol.
- Manage, prepare, and submit to all grantors, Financial Status Reports (SF-425's) for all funding entities (e.g., BIA, EPA, FWS, HHS, HUD, NFWF, US Treasury, etc.)

- Work with the Finance Clerk to ensure that all required forms (e.g., Purchase Orders, Check Requests, etc.) are appropriately completed and securely filed.
- Perform functions necessary to generate up-to-date and accurate General Ledger and Accounts Payable Reports including Budget Management Reports.
- Assist Council Members and Department Directors as needed.
- Manage, prepare, and maintain accurate files for audit and other purposes.
- Report irregularities in accordance with Tribe's Personnel Manual and other applicable laws and regulations.
- Prepare and submit required federal, state, county, and fuel tax reports.
- Prepare and maintain accurate and timely quarterly and annual payroll tax reports and liability deposits.
- Prepare and submit a written monthly financial report, including program summaries, to the Council and Department Directors in advance of Council Meetings.
- Comply with state and federal tax filing requirements (e.g., Forms 940,941,1099, W2, etc.).
- Assist all Department Directors with analysis, preparation, and modification of department budgets.
- Reconcile monthly bank and other financial statements.
- Prepare and make regular bank deposits if no one else is available.
- Draw down funds from all grantors on a regular basis.
- Assist the Tribe's auditors to complete the annual audit
- Assist the CPA with documentation to negotiate the annual Indirect Cost Rate agreement.
- Perform other duties as needed to ensure contract and grant compliance.
- Maintain proper internal control systems, purchase orders, inventory, and credit card accounts to safeguard the Tribe's assets.
- Supervise Financial Department staff, if any, and serve as Acting Administrator when appointed.
- Other duties as assigned.

**Minimum Qualifications:**

- Four-year degree in accounting or a related field.
- Experience with Microsoft Office Suite (Word, Excel, Power Point, and Access) and automated accounting software.
- Two years' experience as a full charge, general ledger accountant.
- Valid Nevada driver's license, insurable by Tribe's insurance company, and not prohibited from driving a federal government vehicle (from whom the Tribe leases vehicles).
- Name not on Federal Excluded Parties List System

**Preferred Qualifications:**

- Familiar with cost allocation processes.
- Familiar with all Tribal government accounting regulations and procedures.
- Experience in administering Public Law 93-638 Contracts and Grants, and their financial reports (including Draw Down Requests, etc.) and working with Tribal Councils.
- Knowledge of Code of Federal Regulations related to Tribal Entities

**To Whom Position Reports:** Tribal Chairperson and in their absence, the ranking Department Director present.

**Travel Requirements:** Be Flexible and able to travel, including overnight trips to Summit Lake Indian Reservation, Council meetings in May and October, and possible 2-5 day training sessions and conferences.

**Overtime Status:** Exempt

**Introductory Period:** 90 days

To Request an Employment Application, contact: website: [www.summitlaketribe.org](http://www.summitlaketribe.org) or call the Administrative Office at (775) 827-9670

**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 orientation, religion or national origin.