



MOAPA BAND OF PAIUTES

MOAPA RIVER INDIAN RESERVATION

P.O. BOX 340

MOAPA, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: General Ledger Accountant
Salary: D.O.E.
Status: Full-time (40/week)
Opens: **March 16, 2023**
Closes: **March 30, 2023**

Job Summary:

The general ledger accountant will be responsible for maintaining the general ledger of the Tribe.

Work Environment:

- Works directly with and under supervision of Tribal Administrator.
- Need to be self-motivated, be able to solve complex problems, and be focused to accomplish tasks assigned.
- Works with accounting clerical staff to ensure complete accounting entries are performed.

Required Accounting Knowledge:

- Accounting education and background with 5+ years working experience working with general ledger systems.
- An understanding of generally accepted accounting principles and how to apply them to the accounting system.
- Will be required to understand or quickly learn governmental accounting principles.
- Computer knowledge to include competency with Microsoft Office applications. Excel knowledge a must.
- Fund accounting knowledge.

Summary of tasks expected to perform:

- Will be required to perform analysis on large amounts of data, summarize, propose and prepare required journal entries to the general ledger.
- Reconcile balance sheet accounts of individual funds and pooled accounts of the Tribe.

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended

- Reconcile grant revenue and grant expenditure accounts in coordination with Tribal grants office.
- Reconcile revenue and accounts receivable records.
- Reconcile bank accounts.
- Work professionally with external auditors to complete annual audit.
- Other general accounting tasks.
- Other duties as assigned.

Requirements:

- Must be dependable.
- Must demonstrate friendly, service oriented and responsible attitude.
- Must be able to follow verbal and written instructions of supervisor.
- Must have the ability to establish and maintain effective work relationships.
- Must be able to work independently with little direction.
- Must be flexible and willing to quickly respond to the needs of the team.
- Must pass a pre-employment alcohol/drug screening.
- Must pass a pre-employment background check.
- Must be COVID-19 vaccinated.