



**PYRAMID LAKE JR. /SR. HIGH SCHOOL**  
**P.O. Box 267 - 711 State Street**  
**Nixon, Nevada 89424-0267**  
**Phone: (775) 574-1016 ❖ Fax: (775) 335-1047**



## **JOB ANNOUNCEMENT**

**Open Date: June 15, 2021**  
**REPOSTED: JULY 1, 2021**

**Closing Date: OPEN UNTIL FILLED**

**Position:** **ACCOUNTING CLERK**  
**Where:** Pyramid Lake Jr./Sr. High School, Nixon, NV 89424  
**Salary:** \$15.71 - \$16.51 per hour; Part-time 36 hrs. per week; Non-Exempt; Step 1-3 Depending on Experience  
**Supervisor:** Finance Director

### **Scope of Position:**

Under the supervision of the Finance Director or designated staff is responsible for the daily and timely data entry of financial information/data, reconciliation of accounts, accounts payable/receivables and payroll in preparedness for annual audits and compliance with accounting standards as established by Finance Policies & Procedures and regulatory.

### **Duties & Responsibilities:**

- Perform routine clerical duties including sorting, filing, matching according to detailed instructions.
- Prepare and reconcile assigned accounts at month's end.
- Prepare monthly statements for meals provided by School.
- Maintain an inventory of all supplies for Finance and Human Resources and prepares request for replacement as needed.
- Initiate requests for various office equipment repairs and maintain service records.
- Work in conjunction with the Finance Director to draft a budget for review and approval and assist in monitoring the approved budget throughout the school year.
- Ensure accurate records of daily, weekly and monthly receipts or other documents are maintained.
- Operate office equipment to prepare various documents and maintains knowledge of appropriate computerized accounting, word processing programs and emails necessary for data entry and retrieval.
- Receive and inspect incoming merchandise.
- Oversee inventory of supplies.
- Organize department mail, sort and distribute mail on a daily basis.
- Input data/statistics from daily logs using a computer.
- Make corrections, code items and maintain records of documents processed.
- File documents for Accounts Payable, Payroll and Finance or Human Resources.
- Prepare deposit logs, reconcile and enter onto the Accounting software.
- General reception duties such as answering phone and directing individuals to correct employee's offices within the Finance/Human Resources offices.
- Reconcile monthly gas receipts received from staff and vendors.

- Ensure the confidentiality and security of all documents used within the office.

**Duties & Responsibilities Cont'd:**

- Perform work to support the Accounting/Payroll Specialist or Finance Director.
- Perform digital system scanning and electronic filing.
- Perform other related work as required.

**Educational & Special Requirements (Degree/Licenses):**

Any combination equivalent to: graduation from high school with at least two years of college-level courses with specialized course work in accounting, bookkeeping or related field; Associates degree preferred. At least two years of financial record-keeping experience including experience in the reconciliation of accounts and basic bookkeeping and grant management

Must have a valid Nevada Driver's license and be eligible for insurance coverage under the employer's Insurance Program.

**Required Skills & Knowledges:**

Must also have experience in a school or similar organization using a computerized accounting system. Must be familiar and have worked with fund accounting in a Tribal environment. Must have the ability to perform a variety of technical accounting duties in the preparation, processing and maintenance of accounting records. Must demonstrate the ability to prepare and maintain accurate financial and statistical records to meet annual audit or funding requirements. Must have knowledge of P.L. 100-297 or P.L. 98-638 and grant financial requirements. Must possess excellent communications, both orally and writing, and human relations skills with others; knowledge and skills in computer use. Must favorably pass a background investigation.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a background check (Section 3 Human Resources, 3.36 Personnel Hiring).