



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: Director of Finance
Supervisor: Tribal Administrator - TBD
Salary: DOE

Job Summary:

Ensures all accounting records and financial statements are accurate and updated in a timely manner. Working under the direction of the Chief Financial Officer and Tribal Administrator, prepare financial statements that meet standard accounting principles as well as state and federal regulations and supervise other Finance staff. Ensure there are no errors on balance sheets or on the statements of profit and loss, and cash flows. Coordinates and supervises the annual government wide budget process for all programs, grants, federal contracts and enterprises. Monitor budget compliance with approved line-item budget allocations and for accuracy of expenditures to proper budget line items.

Duties:

- Supervises subordinate Finance Department personnel including accounts receivable, payroll and accounts payable areas.
- Oversees, monitors and works to improve accounting procedures, and internal controls Audit workflow to ensure that all accounting transactions are processed accurately and in compliance with applicable requirements.
- Reviews and justifies expense reports and other expenditures.
- Supervises the preparation of monthly journal entries.
- Prepares financial statements for all grants, contracts, departments and enterprises.
- Helps maintain accountability of MBOP financial resources.
- Handles personally or supervises bank account and general ledger reconciliation.
- Ensures compliance with all internal controls.
- Trains staff on proper administrative policies and procedures.
- Reviews monthly closing processes to prevent errors.
- Handles special projects as requested.
- Coordinates annual audit preparation and supervises the preparation of the annual single audit.
- Assists in managing investment activities in compliance with the MBOP Investment Policy.
- Stays current on changes in regulations and other industry news.

Skills and Abilities:

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

- Displays extensive knowledge of math and exceptional accounting skills.
- Possesses strong leadership, supervisory and management abilities.
- Has excellent critical thinking as well as analytical skills.
- Exhibits strong computer skills and knowledge of relevant technology.
- Possesses exceptional organizational skills and is an effective time manager and multi-tasker.
- Displays the ability to pay close attention to detail.
- Demonstrates good interpersonal skills along with excellent verbal and written communication skills.
Has working knowledge of fund accounting and for-profit accounting practices and financial accounting standards.
- Attends budget meeting and other financial meeting on a regular basis.

Minimum Required Qualifications:

- Bachelor's degree in accounting or equivalent work experience
- Minimum of 5 years of related accounting experience in governmental accounting or corporate accounting.
- Understanding and implementation of Generally Accepted Accounting Standards
- Experience in balance sheet reconciliations for cash, accounts receivable, merchant receivables, and other balance sheet accounts.
- Experience in Abila MIP and Microix accounting software.
- Ability to work independently and with a team to accomplish organizational goals.
- Must be able to pass a pre-employment alcohol / drug screening.
- Must be able to pass a full and complete background screening.