



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: Housing - Bookkeeper/Receptionist
Supervisor: Housing Director
Salary: \$20/hour
Shift: Full-time
Opening date: **September 18, 2024**
Closing date: **September 28, 2024**

Job Summary:

The Bookkeeper/Receptionist is responsible for performing a variety of secretarial and accounting duties including all financial record keeping and maintain confidentiality, keep current and updated all files, route paperwork, information and messages to the appropriate departments, must be knowledgeable of all office information, and maintain computer records management. The bookkeeper audits rental payments and enters all data in Excel spreadsheets. They code and process all accounts payable and prepare/sends payment. The bookkeeper maintains and monitors the accounts, completes bank reconciliations and other end of the month accounting and prepares appropriate financial reports. maintain confidentiality,

Duties:

1. Manage all aspects of day-to-day bookkeeping and accounting processes including but not limited to journal entries and drawdowns
2. Ability to compute, classify, and record numerical data to keep financial records complete
3. Maintain financial records and files.
4. Perform monthly bank reconciliations
5. Generate monthly fiscal reports (P&L, balance sheet, rental payment status, etc.) for the Director, Tribal Council, and Finance regarding revenues and expenses, including quarterly reports, balance sheets, P&L statements, and charts and graphs
6. Generate fiscal reports for Grantors, Director, and other staff as needed
7. Work with vendors to setup and maintain accounts accurately
8. Assist with preparation of annual budgets for various programs and overall organization operations
9. Assist in preparation of year-end financial statements for audit and work with the CPA firm to assist in preparation following generally accepted accounting principles
10. Work with the Tribe's auditor on annual basis, providing information, data, records, etc., as needed
11. Ability to learn and perform under the guidance of the basic purposes, methods, and goals of the Housing Department
12. Ability to follow the guidelines and procedures while showing understanding and compassion for clients, staff, and others in the community.

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

13. Pleasantly greeting visitors, staff, tribal members and others at housing office and determine service need, then direct to the appropriate department and individual or take message for appropriate staff follow-up
14. Answer telephone(s) and screen incoming calls by properly directing each to appropriate department and individual or take message for appropriate staff follow-up
15. Pick-up, date stamp, record and disburse all incoming housing surface mail and facsimile (fax) transmissions on a daily basis
16. Record all tribal housing checks
17. File and retrieve record(s)
18. Provide office services including setting up hard copy file system, setting up of computer file system, copying, processing administrative paperwork requests, routing paperwork, correspondence formatting and proofing
19. Maintain housing office supplies by assessing staff needs and ordering supplies
20. Other duties as assigned or required

Skills and Abilities:

- Ability to maintain complete confidentiality.
- Be dependable and responsible.
- Demonstrate friendly, service oriented and cooperative attitude.
- Establish and maintain effective working relationships with clients, co-workers, supervisor, government officials, and tribal community.
- Able to communicate effectively with people of different socioeconomic, cultural, ethnic, educational and professional backgrounds.
- Ability to work with other organizations and with all management levels.
- Possess excellent interpersonal, and verbal and written communication, skills.
- Able to prioritize projects, work in a team environment, and take direction.
- Ability to manage and perform with a high degree of autonomy, organization, and adaptability.
- Working knowledge of computer programs: Word, Excel, PowerPoint, Publisher, and Outlook.
- Ability to use internet programs and applications.
- Ensure compliance with Tribal ordinances and policies, other government regulations, and other institutional policies and procedures.
- Experience with monitoring project budgets.
- May work evenings and weekends on occasion.

Requirements:

- Must be over 18 years of age.
- Must possess a valid Driver License and be insurable through tribal insurance
- Must possess a high school diploma or GED
- Must pass pre-employment alcohol/drug screening
- Must be able to maintain confidentiality at all times
- Must be able to establish and maintain effective cooperative working relationships with all visitors, staff, tribal members and others
- Must be able to communicate effectively verbally and in writing using proper grammar
- Must have computer experience with computers software (MS Office)
- Minimum 3 years of bookkeeping and/or secretarial experience.
- Experience in managing multiple projects or multiple client engagements.
- Must focus on accuracy and present a professional image.
- Must be able to follow verbal and written instructions.
- Must be flexible and willing to quickly respond to client needs.
- Must be detail oriented, energetic, and have great organizational skills.

- Must have the ability to multi-task with attention to detail and use of critical thinking skills.
- Must be able to manage and deliver on time-sensitive projects.