



Yerington Paiute Tribe  
VACANCY ANNOUNCEMENT  
Position Classification and Description  
Tribal Council Approved: 4/14/2021  
**ADVERTISE/LOCAL OPEN**

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**POSITION TITLE:** Finance Clerk/Accounts Payable  
**DEPARTMENT:** Finance  
**SUPERVISOR:** Assistant DAFO  
**WAGE:** Level 14-0 \$15.37 to 16-0 \$16.94 F/T 40hrs/wk  
**CLOSING DATE:** Open Until Filled

**POSITION SUMMARY:** The primary function of the position is responsible for working in Tribal Government accounting environment to provide primary financial support functions for Government and Enterprises for the Yerington Paiute Tribe.

**DUTIES:**

- Review purchases orders/invoices for accuracy, completeness and compliance to policy grants and contracts laws and other regulations.
- Review and verify account codes for employees.
- Processing accounts and incoming payments in compliance with financial policies and procedures.
- Performing day to day financial transactions, including verifying, classifying, computing, posting.
- Preparing bills, invoices and bank deposits.
- Reconcile the accounts payable ledger to ensure that all payments are accounted for and properly posted.
- Verify discrepancies by and resolve clients' billing issues.
- Assists in maintaining internal accounting controls to provide management with reasonable assurance to safeguard assets against loss from unauthorized use of or disposition of Tribal funds or Federal and State funds under Tribal control.
- Assists in maintaining accurate, reliable and legible financial records for preparation of financial statements and asset accountability.
- Reviews budget coding on expense documentation for accuracy. Verifies supporting documentation for all payments and disbursements.
- Maintains and secures comprehensive files and source documents.
- Maintains finance records retention in compliance with Tribal, Federal, State, and granting agencies.
- Data entry, creation of new files and filing in an accurate and timely manner.
- Assists in the annual audit as required.
- Prepare cash receipts, revises appropriate fund codes and process payment.
- Performs other job-related duties as assigned.

**QUALIFICATIONS:**

- AA degree in Accounting preferred or High School Diploma/GED and three year's

continuous work experience in accounting required specific to accounts payable.

- Proven working experience as accounts payable clerk.
- Proven ability to calculate, post and manage accounting figures and financial records
- High degree of accuracy and attention to detail.
- Be a team player and work independently.
- Knowledge of accounting principles, procedures, and concepts.
- Must demonstrate extensive knowledge of Windows, Excel and Word computer programs.
- Prior experience with computerized accounting systems.
- Ability to deal effectively and courteously with all staff and customers contacted in daily work.
- Ability to conduct daily business in an expedient and timely manner.
- Must be able to maintain a high level of confidentiality.
- Willing to Cross Train.
- Possess a valid Nevada Driver's License.
- Pass a Pre-Employment drug screen and background investigation.
- Be able to lift 40 pounds or more.

**HOW TO APPLY:**

1. Complete an application by contacting our Human Resources Director below.
2. All applications must accompany a 3 year DMV history, high school diploma/Equivalent or College Degree.

**Human Resources Department**  
**Chris Jensen**  
**171 Campbell Lane**  
**Yerington, NV 89447**  
**775-783-0265**  
**Fax: 775-627-9022**  
Email: [cjensen@ypt-nsn.gov](mailto:cjensen@ypt-nsn.gov)

**Please note: Preference may be given to qualified Native American applicants under CFR, Subpart M, Part 273, Subpart D, Section 273.45, and/or 25 U.S.C. Section 5307. Also, applicant must pass and comply with the PL101.630-Indian Child Protection and Family Violence Protection Act, if applicable.**