

JOB ANNOUNCEMENT

POSITION: Sr. General Ledger Accountant **(Part Time)**

PROGRAM: Finance

ACCOUNT CODE: 40-8000-9090-26-6000

SUPERVISOR: Chief Finance Officer

SALARY RANGE: \$31.39 - \$34.62 (Grade 26-28, Step 01)

CLASSIFICATION: NON-EXEMPT

LOCATION: Owyhee, NV

OPENS: September 17, 2025

CLOSES: October 17, 2025

SPECIFICATIONS: All applications must be fully completed. Any incomplete, undated or unsigned applications will not be processed (Do not refer to the resume in lieu of making required comments on the application) **Please attach all required documentation as specified in the Job Announcement. Failure to attach required documents will disqualify you from consideration for this position.** Employment Applications are available at the Human Resource Department. Any questions regarding this position is to be directed to the Human Resource Department at the above listed telephone number.

Preference for filling vacancies will be given to qualified Indian Applicants in accordance with the Indian Preference Act (Title 25 U.S. Code, Section 472 and 473). However, the Shoshone-Paiute Tribes is an equal opportunity employer and all qualified applicants will be considered in accordance with the provisions of Section 703 (l) of the Title VII of the Civil Rights Act of 1964, as amended.

The Shoshone-Paiute Tribes application form for employment must be received by the Human Resources Office by 5:00 PM of the closing date of this job announcement.

In accordance with Shoshone-Paiute Tribes' Resolution No. 00-SPR-31, all new employees are required to pass a pre-employment drug/alcohol test.

THE SHOSHONE-PAIUTE TRIBES RESERVES THE RIGHT TO CONDUCT BACKGROUND CHECKS ON ALL NEW EMPLOYEES. In accordance with Shoshone-Paiute Tribes' Resolution No. 95-SPR-

Special Consideration:

This position is subject to random drug testing and a background check as a condition of employment. This individual has access to and handles financial information as well as sensitive and confidential Tribal data. This individual must maintain the ability to be bonded as a condition of employment. Must be a team player with proven capabilities. Must be willing and capable of being trained to acquire new skills as required by the Tribes in the areas of accounting and accounting software. Must have the ability to exercise independent judgment.

Summary of Functions:

The Senior General Ledger Accountant (Part-Time) is responsible for ensuring the accuracy, integrity, and completeness of the Tribe's financial records. This position has a strong focus on complex reconciliations, including payroll liabilities, benefit accounts, interdepartmental activity, and assigned bank and investment accounts. The Senior General Ledger Accountant plays a key role in maintaining compliance with accounting policies, internal controls, and audit requirements. The position provides advanced financial analysis, prepares and posts complex journal entries, and ensures the general ledger reflects accurate and timely information. This role also serves as a resource and mentor for Finance staff, providing professional guidance, reviewing staff-prepared transactions, and recommending process improvements to enhance efficiency and strengthen internal controls. The Senior General Ledger Accountant works closely with the CFO, Assistant CFO, and Finance management, as well as other departments, to coordinate reconciliations, resolve discrepancies, and support audit preparation. The position requires advanced knowledge of accounting principles, Tribal or governmental accounting practices, and proficiency in accounting software packages, such as MIP, and Microsoft Excel. This position does not include supervisory responsibilities but carries a high level of responsibility, independent judgment, and accountability for ensuring the fiscal integrity of the Tribe's general ledger.

Specific Duties:

1. Analyze, review, and reconcile assigned bank and investment accounts, ensuring all transactions are accurate, complete, and properly recorded.
2. Reconcile payroll liability and employee benefit accounts, including retirement, health insurance, garnishments, and related payables, ensuring compliance with accounting policies and internal controls.
3. Review and reconcile travel accounts, A/R Other, and other general ledger accounts, identifying discrepancies and making necessary adjusting entries.

4. Initiate, monitor, and coordinate with Finance staff to oversee, process, and post General Journal and Budget Journal Entries, maintaining the accuracy and fiscal integrity of the Tribe's General Ledger accounts.
5. Review accounting transactions prepared by staff for accuracy, compliance, and adherence to internal control standards.
6. Prepare and post complex journal entries as needed, including adjustments related to payroll, benefits, and interdepartmental activity.
7. Provide professional guidance, mentorship, and training to Finance Department staff, fostering compliance and best practices.
8. Work closely with Finance management to identify process improvements, strengthen internal controls, and enhance efficiency within the accounting function.
9. Coordinate with other departments (e.g., OCHF Business Office) to analyze and reconcile general ledger activity, resolving discrepancies and streamlining workflows.
10. Maintain orderly and audit-ready documentation of all general ledger, bank, and investment activity.
11. Collaborate with fiscal management staff and auditors to prepare schedules, reports, and documentation for the Tribe's annual audit.
12. Perform other related duties as assigned by the Supervisor.
13. Office and other Finance staff to review and make corrections or streamline activity as needed.
14. Oversee and maintain orderly and accurate filing of bank and investment activity for audit tracking.
15. Work closely with fiscal management staff and auditors to prepare schedules and other documentation for the Tribe's annual audit.
16. Perform other related duties as assigned by the Supervisor.

Minimum Qualifications:

1. Bachelor's Degree in Accounting, Finance, or a related field. Equivalent experience in Tribal or governmental accounting may be considered.
2. Minimum four (4) years of upper-level accounting experience with strong knowledge of general ledger and account reconciliations.
3. Demonstrated experience with payroll liability reconciliations and benefit accounts preferred.
4. Proficiency with accounting software (MIP preferred) and Microsoft Excel.
5. Salary range will be determined by qualifications and experience.
6. Possess a valid driver's license and be insurable under the Tribe's insurance carrier.