

## JOB ANNOUNCEMENT

**POSITION:** Senior Accountant (Part Time)

**PROGRAM:** Finance

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

**SUPERVISOR:** Chief Finance Officer

**SALARY RANGE:** \$55.00/hr. (Grade 37, Step 02)

**CLASSIFICATION:** NON-EXEMPT

**LOCATION:** Owyhee, NV

**OPENS:** December 5, 2025

**CLOSES:** Open Until Filled

**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. Additionally, this person periodically operates a Tribal vehicle (unless accepted under the provisions of the American Disabilities Act).

## **Summary of Functions:**

The Senior Accountant provides high-level technical accounting expertise to ensure the accuracy and integrity of the Tribe's financial system. This position focuses on reconciling the general ledger, improving financial processes, and supporting the Finance Department in bringing accounts current and audit-ready. The Senior Accountant serves as a technical resource to staff but has no supervisory responsibilities.

## **Major Duties & Responsibilities:**

1. Ensure accuracy of the financial system by reviewing the trial balance, reconciling general ledger accounts, and processing adjusting entries as required.
2. Prepare and review monthly, quarterly, and annual financial statements, schedules, and reconciliations.
3. Assist in year-end closing activities, including accruals, reconciliations, adjusting journal entries, and financial reporting schedules.
4. Coordinate with external auditors during annual audits by preparing audit work papers, providing supporting documentation, and responding to audit inquiries.
5. Develop and maintain audit-ready files and schedules for grants, contracts, indirect cost allocations, and other funding sources.
6. Review financial processes and recommend improvements to enhance accuracy, efficiency, and compliance with GAAP, tribal policies, and federal grant requirements.
7. Review and post accounting transactions prepared by staff as needed.
8. Research and resolve complex accounting discrepancies and issues, ensuring timely correction.
9. Assist in preparing budgets, indirect cost rate proposals, and other financial reports for management and council.
10. Provide technical expertise and training to finance staff; serve as a mentor and resource without direct supervisory authority.
11. Support the CFO and Assistant CFO in special projects, policy development, and implementation of best practices.
12. Maintain confidentiality of financial information and ensure compliance with applicable tribal, federal, and grant regulations.

## **Minimum Qualifications:**

1. Master's degree in accounting or related field required.
2. Minimum five-seven (5-7) years of progressive accounting experience, with strong knowledge of GAAP and fund/grant accounting preferred.
3. Experience in tribal government finance strongly preferred.
4. Strong technical accounting and reconciliation skills.
5. Ability to analyze financial processes and recommend improvements.
6. Excellent communication and mentoring skills.

## **Physical Demands:**

This position is primarily sedentary. Occasional walking, bending, and lifting up to 20lbs may be required.

## **Work Environment:**

Office setting with adequate furniture, lighting, and equipment.