



PYRAMID LAKE JR. /SR. HIGH SCHOOL
P.O. Box 267 - 711 State Street
Nixon, Nevada 89424-0267
Phone: (775) 574-1016 ❖ Fax: (775) 335-1047



JOB ANNOUNCEMENT

Open Date: February 14, 2024
REPOSTED: March 19, 2024

Closing Date: OPEN UNTIL FILLED

Position: Finance Director
Where: Pyramid Lake Jr./Sr. High School, 711 State St., Nixon, NV 89424
Salary: \$34.30 - \$36.39 per hr; Full-time 40 hrs. per week; Exempt; Step 1-3
Depending on Experience
Supervisor: Principal

Scope of Position:

Plan, organize, and direct accounting and financial reporting functions within the High School Finance Department directly reporting to the Principal. Perform complex accounting, auditing and financial analyses; develop and maintain accounting processes and systems. Supervises staff who may perform complex and technical duties related to the functions involving High School financial transactions following established or approved policies and procedures.

Duties & Responsibilities:

- Monitor and enhance internal control systems for financial activities to ensure segregation of duties;
- Perform special financial and statistical research and analytical studies to assist administration in decision-making;
- Supervise, monitor and evaluate work of assigned staff;
- Oversees the payroll process and ensures the correctness of individual payroll and that required payroll reports are processed on time to maintain and meet required payroll mandates;
- Prepares monthly, quarterly, and annual financial statements for presentation to the Principal and School Board of Education; this includes required Bureau of Indian Education (BIE) or other agency's financial reports;
- Plan, organize and direct the work of accounting staff in the Finance Office;
- Design and provide training programs for High School staff in areas of cash handling, student body funds and other assigned areas;
- Manage the High School's cash and investment programs, including cash flow projections for required reporting, external financing, banking relationships for school departments; prepare investment recommendations for Investment Committee and School Board of Education;
- Coordinate the audits of all High School programs in compliance with applicable federal and state laws as required under the Uniform Guidance, 2 Part 200, Subpart F, P.L. 93-628 and P.L. 100-297 the Tribally Controlled School Act;
- Coordinate fiscal activity of all programs; analyze budget, prepare budget modifications as needed;
- Implement and manage the standardized account code structure and procedures as required by the High School; redesign and convert the existing account code structure as required; develop training programs and train users of account codes school-wide;
- Develop audit plans and Request for Proposals for annual audits;
- Works with the Principal to develop Request for Proposals, as needed, for administrative tasks, i.e. legal, contractual services;

Duties & Responsibilities CONT'D:

- Review accounting data for consistency, accuracy and compliance with applicable regulations and law;
- Reviews reports and other records prepared by Administration for clarity, completeness, accuracy, and conformance with School policies;
- Monitor legislative and business practice trends for their effects on High School Policies and Procedures in Finance;
- Draft and recommend revisions to High School Policies and Procedures affecting financial and administrative activities;
- Supervise staff to coordinate development and implementation of financial management of pay and information systems to support accounting;
- Propose, recommend, and implement changes to the Board of Education policies, regulations, programs, and systems as needed;
- Meets with School Administrators and department supervisors to clarify and resolve problems, provide advice and counsel of Administrative areas including contract interpretations, staffing needs, and budget planning;
- Works with the Human Resources Manager to develop/plan budgets to meet staffing projections;
- Responsible for proper timing and application of revenue and expenditure recognition rules; this currently entails a real-time review of each instrument order and its terms for changes needed and determination of proper timing of recognition;
- Performs other related duties as assigned;

Required Skills & Knowledges:

Knowledge of: principles, practices and terminology of general, fund and governmental accounting; Bureau of Indian Education procurement policies and procedures; governmental finance administration and budgeting; automated accounting systems, procedures and techniques; accounting techniques and procedures required to perform reconciliation, adjustments and corrections of accounting transactions for a sound financial management system; Federal, State and local funding sources and their guidelines; grant/contract development and application procedures and requirements.

Knowledge of principles of supervision, organization development and administration; employee record keeping techniques, compliances, practices and filing systems.

Skill in: verifying the accuracy of financial data and information; ensuring proper authorization and documentation for disbursements and other transactions; analyzing posting, balancing and reconciliation financial data ledgers and accounts; directing and reviewing the work of accounting technical and school support staff; reviewing and interpreting financial reports, transactions, and legal documents; making sound independent judgments within established guidelines; preparing clear, concise and complete financial reports and statements.

Ability to: communicate effectively verbally and in writing; prioritize workloads appropriately; travel in conjunction with school needs; establish and maintain effective working relations with Bureau of Indian Education, Board of Education, Tribal officials, school administrators, employees and other agencies contacted in the course of work; develop accounting procedures and forms in accordance with Federal and other requirements; meet time schedule requirements for tax preparation and submittal; prepare, analyze and interpret complex financial reports and analyze accounting problems and draw logical conclusions.

Must be familiar with IRS reporting of payroll and must be dependable, reliable and bondable.

Must have a valid Nevada Driver's license and be insurable under the Pyramid Lake Jr./Sr. High School vehicle insurance policy.

Educational & Special Requirements (Degree/Licenses):

High school graduate or GED and an Associates in accounting or business administration. At least four (4) years of responsible accounting, bookkeeping, with one (1) year of experience in closely related work experience in a Tribal organization or Tribal school or similar office working with computerized accounting systems and two (2) years of work experience in grants and contracts administration. At least three (3) years supervisory experience. Or any combination of training, experience or other preparation which would indicate possession of the knowledge, skills and abilities required for the position.

You may contact Human Resources at (775)574-1016, Ext. 1005 for more information and to obtain an application. The High School must receive the completed applications & required attachments on the closing date before 3:30 p.m. All applicants are required to comply with our Drug-Free Workplace Policy and are subject to further drug & alcohol testing throughout their employment. All employees must comply with the High School's background investigation as a condition of employment.

Preference in filling vacancies is given to qualified Indian candidates in accordance with the Indian Preference Act (Title 25U.S. Code Section 472 and 473). Consideration shall be given to non-Indian applicants in the absence of qualified Indian Preference. The Pyramid Lake Jr./Sr. High School is operated under the Tribally Controlled Schools Act of 1988. Pyramid Lake Jr./Sr. High School is required to comply with the Federal regulations pertaining to the attainment and maintenance of a drug-free workplace outlined under the Drug-Free Workplace Act of 1988. An offer of employment with the Pyramid Lake Jr./Sr. High School will be contingent on the applicant's ability to pass a pre-employment drug/alcohol test. The selected applicant/contractor shall adhere to a background check (Section 3 Human Resources, 3.36 Personnel Hiring).