



Walker River Paiute Tribe

Human Resources Department

Job Announcement

Job Title:	Account Receivable Clerk	Supervisor:	Finance Director
Department:	Finance	Class:	370
Salary Range:	\$18.01 – \$18.91	Pay Grade:	8
FSLA Status:	Non-Exempt	Type:	Full-time
Open Date:	01/06/2025	Close Date:	01/24/2025

DEFINITION:

Under immediate supervision, performs receptionist, clerical, record keeping, direct payments, and accounts receivable functions for the Finance Department.

DUTIES AND RESPONSIBILITIES:

Handle day-to-day activities in Finance Department.

Provide clerical support in the form of memos, copies, research, filing and other documents as requested.

Monitor accounts and incoming payments and deposits. Perform verifying, computing, recording accounts receivable data in MIP. Verify discrepancies. Prepare and manage bank deposits.

Prepare bank deposit; verify cash to unposted cash receipts report. Review and reconcile all unposted cash receipts prior to posting.

Prepare invoices, billing to various departments, programs, or outside agencies for reimbursement to the Tribe.

Responsible for Water & Sewer billing, collection and work orders.

Assist with other accounting functions as assigned.

Provides assistance to visitors and departments.

Provides updated balances or status of accounts for departments.

Tracks down missing or misdirected payments.

Assists with filing, updating reports, typing reports and making copies.

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS:

Knowledge of: basic mathematical calculations; general office practices and procedures; computer accounting hardware, software and peripherals; approved vendor accounts; customer service and public relations practices; and basic accounting methods and procedures. Must be detailed with accuracy.

Skill in: accurately maintaining and updating database files and records; accurately and timely invoices; accurately and timely completing data entry and verifying balance retrievals; accurately maintaining, debits and credits; utilizing public relations techniques when responding to

requests, inquiries and complaints; and establishing and maintaining effective working relationships.

Must have a valid Nevada Driver’s License and able to be covered under the Tribe’s insurance.

Must successfully pass a background check; and submit to a pre-employment & alcohol test.

REQUIRED EDUCATION AND EXPERIENCE:

High school graduate or GED equivalent.

To Apply: Obtain an employment application from the Human Resources Department located at the Tribal Administration Building, 1022 Hospital Rd., Schurz, NV 89427. Call Human Resources at 775-773-2306 x2315 for such application. You can e-mail application with supporting documents to: lhawley@wrpt.org or tero@wrpt.org

If Hired: Must submit to and pass a pre-employment drug test and any random drug testing as required by the WRPT Personnel and Drug-Free Workplace Policies, with satisfactory results.

Indian Preference and TERO: *Preference in filling vacancies is given to qualified Indians in accordance with the Indian Preference Act, Title 25, U.S. Code, Section 472-473 and the Walker River Paiute Tribe Tribal Employment Rights Ordinance WR-01-01, as amended.*

<u>JOB ANNOUNCEMENT</u> <u>OFFICIALLY APPROVED</u>	
<i>Tribal Chairman:</i>	<i>Date:</i>
<i>Human Resources:</i> <i>Lesley Hawley</i>	<i>Date:</i> 01/06/2025