



IVGID Job Announcement

IVGID is currently accepting applications for an **Accountant**. This is a full time, year round, salaried (exempt) position with the Finance/Accounting team.

Compensation: \$2,962 - \$3,269 bi-weekly salary. DOE/DOQ (\$77,000 - \$85,000 annual)

Benefits: Medical, Dental, Vision, Prescription insurance
Short-Term/Long-Term Disability insurance
Deferred Comp (457b) and Pension (401a) Retirement Plans
Section 125 Flexible Spending Plans
Vacation & Sick Leave
Eleven paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit online application (attach resume) at www.yourtahoeplace.com/jobs
In-person drop-off application (with resume) to Human Resources at 893 Southwood Blvd, Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).
jobs@yourtahoeplace.com 775-832-1100

Deadline to Apply: Open Until Filled
We are an Equal Opportunity Employer

Date Posted: 09/27/24

SUMMARY

Applies the principles of accounting and financial reporting, by compiling and providing analysis of financial information and preparation of internal and external financial reports for the District, by performing the following duties.

ESSENTIAL DUTIES AND RESPONSIBILITIES, not necessarily in order of priority, include the following. Assigned job tasks/duties are not limited to the essential functions.

1. Provides excellent customer service to customers and business partners.
2. Compiles and analyzes financial information to prepare entries to general ledger accounts, including documenting of business transactions to proper Cost Centers and account codes within the appropriate accounting period.
3. Analyzes and reconciles financial information, including contracts, purchase orders and invoices. These may include non-expense categories such as inventory, detailing fixed assets, etc. to provide detailed analysis of costs and ensure proper allocation.
4. Maintains and utilizes system for fixed asset and capital improvement project accounting, as assigned.
5. Prepares selected financial reports for use by management and the Board of Trustees.
6. Participates in a variety of accounting activities including reconciling balance sheets and general ledger accounts, as assigned.
7. Assists with the processing of monthly accounting close activities, and preparation and review of monthly financial reports related to District operations and capital projects.
8. Maintains records and physical tracking of District's fixed assets, as assigned. May drive vehicle to various District venues.
9. Maintains expertise on computerized fixed asset and job cost modules of financial accounting system, as assigned troubleshoots and solves related processing problems.
10. Reconciles general and payroll cash accounts and proposes changes to cash in bank, including credit card processing transactions.

11. Provides answers and information to operating departments on specific account information and discrepancies assisting with budget preparation and analysis for the audit process.

12. Reviews accounts payable entries made by accounting staff and indicates any discrepancies found; may serve as backup for performing accounts payable.

13. Processes annual accounting close activities and audit schedules; and assists with the audit process by performing special projects requiring research, analysis and compliance with regulatory authorities.

SUPERVISORY RESPONSIBILITIES

This job has no supervisory responsibilities.

QUALIFICATIONS To perform this job successfully, an individual must be qualified to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Bachelor's Degree (BA or BS) in Accounting and three years accounting experience; or equivalent combination of education and experience.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, managers, customers, and the general public.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts such as probability and statistical inference to perform account analysis. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License. Successful completion State of Nevada/Federal background check through fingerprinting because position has unsupervised access to children, the elderly or individuals with disabilities and/or has access to their records. Pursuant to National Child Protection Act (NCPA) of 1993 as amended by the Volunteers for Children Act (VCA). It is the employee's responsibility to maintain all required certifications and licenses and to report any changes to the supervisor.

OTHER SKILLS OR ABILITIES

Excellent organizational, administrative, analytical, interpersonal and customer service skills; detail oriented and able to prioritize to meet schedules and deadlines; very good computer skills for Microsoft Office, spreadsheet and financial accounting applications; ability to operate a 10-key by touch; ability to deal effectively and courteously with the public and all levels of employees; deal with changing circumstances in a positive manner; and use initiative and independent judgement.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Applicants and incumbents are encouraged to discuss potential accommodations with the employer.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to use hands to finger, handle or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes or airborne particles, risk of electrical shock and outside weather conditions. The noise level in the work environment is usually moderate.