



MOAPA BAND OF PAIUTES

Moapa River Indian Reservation

P.O. Box 340

Moapa, NV 89025

Telephone: (702) 865-2787

Fax: (702) 865-2875

JOB ANNOUNCEMENT

Title: Finance Clerk
Supervisor: Finance Director
Level: Entry Level (Trainable)
Wage: \$ 15.00 hr.

Opens: September 3, 2021
Closes: September 17, 2021

Job Summary:

The Finance Clerk is responsible for providing financial, administrative and clerical services in assisting the Chief Financial Officer, Accounts Payable / Payroll Clerk, and the Finance Assistant in the day-to-day operations of the Finance Department.

Duties:

- Assists with sales journal and fuel purchases.
- Create and maintain worksheets.
- Journal entries and work with general ledger.
- Assists in posting Gaming Enterprise buyback forms.
- Filing and data entry.
- Coupon redemptions.
- General casino reports.
- Other duties as assigned.

Requirements:

- Must possess a high school diploma or GED
- Applicant must be a self-starter
- Must be a team player
- Must be able to maintain strict confidentiality
- Must demonstrate friendly, service oriented, and responsible attitude
- Must be able to take direction and work well with co-workers
- Must pass a pre-employment alcohol/drug screening
- Covid19 vaccination required
- Other duties as assigned

Applications available/accepted at: Moapa Band of Paiutes, 1 Lincoln Street, P.O. Box 340, Moapa, NV 89025
Indian Preference Per Section 703(i) of Title VII of the Civil Rights Act of 1964, as amended.