



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: \$2,822 - \$3,386 bi-weekly salary, DOE/DOQ (\$73,364 - \$88,037 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
Twelve paid holidays
Recreation & Food Discount privileges

How to Apply: Create a profile, submit an 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@ivgid.org 775-832-1100

Internal Deadline To Apply: OPEN UNTIL FILLED
We are an Equal Opportunity Employer

Date Posted: 09/11/2025

SUMMARY

Apply the principles of accounting and financial reporting by compiling, analyzing, and preparing financial information and reports for the District. This position plays a key role in ensuring accurate financial management and reporting using an ERP system. Cross training requirements for the expenses and revenue transactions will apply.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are not listed in order of priority and are not limited to the essential responsibilities.

1. Delivers excellent customer service to both internal and external stakeholders.
2. Prepares and posts journal entries to general ledger accounts, ensuring proper coding to Cost Centers and account classifications within the appropriate accounting period.
3. Analyzes and reconciles financial data, including contracts, purchase orders, and invoices—covering revenue, expense and non-expense categories (e.g., inventory and fixed assets)—to ensure accurate cost allocation.
4. Maintains and utilizes ERP modules related to vendor files, accounts payable, revenue sources, project ledgers, bank reconciliation and others as assigned.
5. Prepares recurring and ad hoc financial reports for management and the Board of Trustees.
6. Reconciles balance sheet and general ledger accounts, as assigned.
7. Supports month-end and year-end close activities and assists in the preparation and review of financial statements for operational activities.
8. Maintains subject matter expertise in ERP system modules, including inventory and vendor files; troubleshoots and resolves system issues.
9. Reconciles general and payroll cash accounts and assists in managing banking transactions, including credit card processing and point-of-sale transactions.

10. Provides guidance and account information to departments; assists with variance analysis and audit readiness.
11. Reviews expense and revenue entries for accuracy and completeness.
12. Assists in year-end close activities, preparation of audit schedules, and supports the external audit process through analysis, research, and compliance documentation.
13. Track and monitor board approved fiscal management items.

SUPERVISORY RESPONSIBILITIES

This position does not have supervisory responsibilities.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential duties.

EDUCATION AND EXPERIENCE

Bachelor's degree (BA or BS) in Accounting or a related field and at least three (3) years of accounting experience, or an equivalent combination of education and experience.

COMPREHENSION AND COMMUNICATION SKILLS

Ability to read, analyze, and interpret business publications, technical procedures, and governmental regulations. Strong written communication skills, including report and procedure writing. Capable of effectively presenting financial information and responding to questions from internal departments, management, and external stakeholders.

MATHEMATICAL SKILLS

Strong analytical and quantitative skills. Ability to work with concepts such as percentages, ratios, proportions, and basic statistical methods.

REASONING ABILITY

Strong problem-solving skills and the ability to work with limited guidance. Ability to interpret and apply written, oral, and diagrammatic instructions to various practical situations.

CERTIFICATES, LICENSES, AND REGISTRATIONS

Valid Driver's License. Must pass State of Nevada/Federal fingerprint background check due to unsupervised access to vulnerable populations or their records (per NCPA/VCA requirements). Employees are responsible for maintaining required licenses and certifications and notifying the supervisor of any changes.

OTHER SKILLS AND ABILITIES

Excellent organizational, analytical, customer service and interpersonal skills. Strong attention to detail and ability to prioritize tasks to meet deadlines. Proficient in Microsoft Office and ERP/accounting software. Skilled in operating a 10-key calculator by touch. Ability to work collaboratively across departments and adapt to changing priorities with professionalism and initiative.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of the job. Regularly required to sit, use hands, talk, and hear. Occasionally required to stand, walk, reach, climb, balance, stoop, kneel, crouch, or crawl. Must occasionally lift and/or move up to 25 pounds. Vision requirements include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environmental characteristics described here are representative of those encountered while performing the essential duties of the job. Generally, there is a moderate noise office environment. Occasional exposure to outdoor weather, moving mechanical parts, fumes, or electrical components may occur when visiting District venues.