



## IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for an **Accounts Payable Technician**. This is a full time, year round, non-exempt position with the Finance/Administration team. This is a bargaining unit eligible position.

**Compensation:** \$25.07 - \$30.08 per hour DOE.  
(listed min. to mid. of range)

**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](http://www.yourtahoeplace.com/jobs)  
In-person drop-off application (with resume) to the Human Resources at 893 Southwood Blvd,  
Incline Village, NV 89451. Regular Hours: M-TH, 8am – 5pm or FRI, 8am – 4pm (PST).  
[jobs@ivgid.org](mailto:jobs@ivgid.org) 775-832-1100

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

**Date Posted:** 08/26/2025

### SUMMARY

Under general supervision processes the District's accounts payable transactions, prepares and distributes payments and maintains related records. Corresponds with vendors to maintain accounts, credits and open balances; and coordinates with the finance team and other departments to maintain on-time payments and accurate reporting 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. Collects, produces, analyzes for accuracy and completeness, and control verification approvals for all vouchers (including travel authorizations) submitted for payment; and ensures all required paperwork is received for vouchers or invoices.
3. Reviews invoices to take advantage of discounts or avoid penalties; inputs data from invoices to computer program to complete vouchering process.
4. Prepares all aspects of weekly check processing including supporting documentation and reports on distribution; transmits required electronic files for banking and accounting.
5. Verifies, corrects, produces, controls and monitors purchase orders. Educates staff on District purchasing Policies and Procedures.
6. Coordinates with finance team in monitoring accounts, CIP contracts, grant issues, and litigation costs to stay within the District budget.
7. Coordinates with finance team in maintaining Retention Schedule and ensures payment to contractors.
8. Prepares detailed Accounts Payable check register for posting on District's Financial Transparency web page.

9. Prepares and maintains accurate vendor files and relationships include vendor set up, W-9 requirement; negotiate additional discounts and clearing of monthly statements for external and internal customers and other related records.
10. Maintains expertise on accounts payable module of computerized financial accounting system; troubleshoots and resolves processing problems; meeting the needs of Department Heads, the General Manager and the Board of Trustees.
11. Maintains YTD accounts payable records to produce year end reports including preparing 1099's.
12. Verifies and monitors use of credit cards (other than procurement cards) and authorized purchasers for purchases from established District charge accounts.

### **SUPERVISORY RESPONSIBILITIES**

This job has no direct supervisory responsibilities, but occasionally coordinates work activities of others.

**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**

High school diploma or equivalent and three years related accounting experience, including a working knowledge of accounts payable and computer processing; or equivalent combination of education and experience.

### **COMPREHENSION/COMMUNICATION SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, procedure manuals, and contracts. Ability to write routine reports and correspondence. Ability to communicate effectively with customers, vendors, and District staff.

### **MATHEMATICAL SKILLS**

Ability to calculate figures and amounts such as discounts, interest, proportions, and percentages for verifying invoices, computing extensions, and calculating discounts or penalties.

### **REASONING ABILITY**

Ability to solve practical problems and deal with problems involving several concrete variables in standardized situations.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

None required. 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**

Very good organizational, communication and customer service skills; strong computer skills for Microsoft Excel and Word, and financial accounting applications; proficient keying skills and able to operate 10-key by touch; ability to complete work with a high degree of accuracy and involving attention to detail; ability to deal effectively and courteously with the public and all levels of employees; ability to deal with changing circumstances in a positive manner; ability to work independently and with teams; and to establish priorities to meet deadlines.

**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 accommodation 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; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; and stoop, kneel, reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance 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, outside weather conditions, and risk of electrical shock. The noise level in the work environment is usually moderate.