



IVGID JOB ANNOUNCEMENT

IVGID is currently accepting applications for a **Management Analyst (Payroll) – ERP Finance & Reporting**. This is a full time, year round, salaried (exempt) position with the Finance/Administration team.

Compensation: \$3,266 - \$4,573/bi-weekly salary, DOE/DOQ (\$84,928 - \$118,899 annual)
(*listed min. – max. of range*)

Benefits: Hybrid work schedule (*manager to provided details*)
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 the 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

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

Date Posted: 09/23/25

SUMMARY

Under general direction of the Director of Finance and Finance Manager, performs complex, professional-level financial analysis, payroll administration, and budgetary oversight while administering and supporting the District's ERP (Enterprise Resource Planning) financial modules. There are two Management Analyst positions with one primarily responsible for ensuring the accuracy and integrity of budgetary and payroll data, while the other focuses on maintaining the general ledger. Each assist departments with budget preparation, monitor budget execution, and produce clear, accurate and complete reports for management and the Board of Trustees, and cross-trained on each other's responsibilities. In addition, the role supports ERP system configuration, data reporting, payroll compliance, internal controls, preparing and maintaining policies and procedures, and District-wide process improvement initiatives

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. Leads or supports the implementation, integration, and ongoing configuration of financial ERP modules (e.g., budget, procurement, capital improvement, payroll, general ledger, reporting).
2. Evaluates financial, payroll, and administrative procedures and related benchmarks and best practices; recommends policy and process improvements; and documents workflows to enhance accuracy, efficiency, and compliance.
3. Supports audits, compliance reviews, and required financial and payroll reporting to regulatory agencies; providing timely data retrieval and documentation.
4. Conducts financial and operational analysis, including revenue/expenditure trends, forecasting, and performance tracking to support data-driven decision-making.
5. Coordinates the annual operating and capital improvement budget development process, including training departmental staff, consolidating submissions, and managing timelines. Prepares budgetary reports for the State of Nevada and compliance with NRS/NAC requirements.

6. Monitors budgets throughout the fiscal year; analyzes variances and prepares budget-to-actual reports with clear narrative explanations. Works with departments and Finance staff to resolve discrepancies.
7. Prepares and presents recurring and ad hoc financial reports, dashboards, and data visualizations for departments, senior leadership, the Board of Trustees, and external agencies.
8. Administers and processes biweekly payroll in compliance with federal, state, and District policies. Reviewing and verifying timekeeping records, deductions, benefits, and leave balances for accuracy.
9. Prepares and submits payroll tax filings, retirement reports, and other required regulatory submissions.
10. Maintains payroll records, ensuring confidentiality and compliance with retention requirements. Promptly responds to payroll-related inquiries from employees and managers and resolves discrepancies. Ensures accurate integration of payroll and personnel data within the ERP system.

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 or Business Administration and minimum two years of responsible managerial, fiscal, analytical, or governmental administrative and/or analytical work, or equivalent combination of education and experience. MBA is helpful but not required. Two years public sector experience preferred.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret financial reports, and legal documents. Ability to respond to inquiries or complaints from customers, regulatory agencies, or members of the community. Ability to proactively engage and communicate positively with District staff, General Manager, Trustees and the community regarding District business. The duties and responsibilities of this position may necessitate the use of a cellular phone for District business reasons.

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 define problems, collect data, establish facts, and draw valid conclusions.

CERTIFICATES, LICENSES, REGISTRATIONS Valid Driver's License. CPA is desirable but not required.

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; advanced proficiency in Microsoft Excel and Word, and financial management/ERP systems, databases and reporting tools. Ability to manage multiple priorities, meet deadlines and adapt to changing organizational needs. Strong written and verbal communication skills, including ability to prepare clear, concise reports with exceptional attention to detail and commitment to data integrity.

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; use hands to finger, handle, or feel; and talk or hear. 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 frequently 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, peripheral 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.

I have read and understand this explanation and job description.