



IVGID Job Announcement

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

Compensation: \$3,180 - \$4,451 bi-weekly salary DOE/DOQ (\$82,680 - \$115,731 annual)

Benefits: Hybrid work schedule (*manager to provide 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 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

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

Date Posted: 06/02/26

SUMMARY

Under the direction of the Controller, provides lead support to the Finance Department by applying the principles of accounting and financial reporting, supervising assigned staff, processing general ledger transactions, analysis of financial information and preparation of internal and external financial reports.

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. Reviews and approves financial transactions, ensuring entries are allocated to the proper cost centers and account codes within the appropriate accounting period. Analyzes and maintains accurate financial and statistical information including contracts, purchase orders, invoices, inventory, capital assets and construction-in-progress.
2. Provides lead support to the Controller in the review and reconciliation of general ledger entries, monthly closing activities, preparation & review of monthly financial reports, and participation in the annual audit. Reconciles a variety of balance sheets and general ledger accounts, providing technical assistance to the Controller and other Finance Department staff.
3. Supervises and trains Finance Department staff; provides support to Director of Finance and Controller in determining work assignments and processes. Documents processes and procedures.
4. Performs internal control/audit functions, including monitoring compliance with current policies and procedures, regular review and recommending updates, as appropriate.
5. Provides support to Director of Finance and Controller in the development of the District's annual operating budget.
6. Reviews and prepares agenda items & reports for the Board of Trustees. Provides departments with financial information to inform their reports to the Board of Trustees.

7. Prepares compliance documents related to the State of Nevada and other external reporting requirements.
8. Supervises and oversees the capital asset functions, including additions, deletions and transfers; tracking Construction in Progress; reconciling capital outlay to asset additions; and preparing schedules and notes for the ACFR.
9. Maintains expertise on modules within the ERP system; troubleshoots and solves related processing problems, assists in training District staff, attends external trainings and coordinates the dissemination of related improvements.
10. Performs special projects requiring research, analysis, implementation, training, and compliance with regulatory authorities.
11. Serves as liaison to operating departments for financial questions, reports, and budget monitoring. Provides excellent customer service to customers and business partners.

SUPERVISORY RESPONSIBILITIES

Assists with overseeing and coordinating the work activities of assigned professional, technical and/or administrative staff. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities may include training employees; planning, assigning, and directing work; addressing complaints and resolving problems.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodation 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 from a four year college or university and five years accounting experience; including one year of supervisory or lead experience or equivalent combination of education and experience. A CPA license, or progress towards, is highly desirable.

COMPREHENSION/COMMUNICATION SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write financial reports, procedures, and interpret results. 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. Certification as a Certified Public Accountant (CPA) is desired. Successful completion of State of Nevada and FBI background check, through fingerprinting (required by Nevada Revised Statute 179A.210 because position has routine contact with children and/or has access to their records). 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; very detail oriented and able to prioritize and organize to meet schedules and deadlines; strong computer skills for Microsoft Office, spreadsheet and financial accounting applications; ability to operate 10-key by touch; ability to deal effectively and courteously with the public and all levels of employees; ability to deal with changing circumstances in a positive manner; and use initiative and independent judgement to maintain status of on-going projects.

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. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

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 accommodation 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.