



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 163-19

OPENING DATE: 09/05/2019

CLOSING DATE: 09/26/2019

POSTED: IN/OUT

POSITION: Accounting Tech
PAY GRADE: NE8 (\$15.37/hr - \$20.75/hr)
FLSA STATUS: Non-exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Treasury
REPORTS TO: Accountant
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Performs a variety of accounting duties that range in level of complexity such as managing payables and receivables, to more complex duties such as preparing budget, journal entries or reconciling accounts.

JOB DUTIES:

- Maintains and reconciles accounts and makes correction to journal entries as necessary.
- Tracks and reports revenue and expenditures.
- Prepares departmental or grant budgets and cost reports, and does variance analysis.
- Reviews expense and accounting documents for accuracy and appropriate approvals and ensures transactions are charged to the correct account.
- Handles accounts receivable for department including invoice preparation, bank deposits, aging reports, follow up on past due accounts.
- Prepares and processes purchasing and travel documents. Solves problem with invoices and processes for payment.
- Tracks department payroll expenses and ensure labor costs are charged to correct accounts.
- Researches and analyzes third-party payer remittance documentation in order to reconcile invoices and accounts.
- Performs daily and monthly reconciliations to the general ledger, to include reclassifications; receives and balances documents of deposits received, and distributes remittance advices.
- Verifies, allocates and posts details of business transactions to subsidiary accounts in journals or computer files from documents.
- Ensures accurate data entry and maintains accurate computerized financial records.

- Assists department and programs in the development of annual budgets.
- Ensures program budgets and expenditures for local, state, federal, and private funding, contracts, and grants are in compliance with fiscal accountability and reporting.
- Receives payments, issues, posts receipts, and provides back-up.
- Reviews and reconciles procurement and purchases.
- Reconciles monthly management statements and maintains back-up documentation.
- Creates check runs, special checks or check requests.
- Tracks and controls department inventory.
- Assists other accounting staff with various duties.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Provides training for accounting clerks and other clerical staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

PLEASE BE SPECIFIC REGARDING QUALIFICATIONS, AND INCLUDE DOCUMENTS THAT CONFER THE HIGHEST LEVEL OF EDUCATION, CERTIFICATION AND LICENSES.

- High School Diploma/GED.
- Four years working experience in an accounting environment.
- Associates Degree in Accounting, Finance, or related field preferred.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- Knowledge of accounting, math, and record keeping practices and procedures.
- Knowledge of applicable tribal, federal, state, county and local laws, regulations, and requirements.
- Knowledge of department organization, functions, objectives, policies and procedures.
- Knowledge of bookkeeping and record-keeping practices.
- Skill in using computerized accounting and office software programs.
- Skill in preparing, reviewing, and analyzing basic financial reports.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Ability to analyze, compare and interpret facts and figures.
- Ability to analyze financial information and draw logical conclusions.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to handle multiple tasks and meet deadlines.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal preference and Native American Indian preference shall apply to all positions at Pueblo of Isleta.