



**PUEBLO OF ISLETA**  
**HUMAN RESOURCES DEPARTMENT**  
**P.O. BOX 1270, ISLETA, NM 87022**  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 168-22**

**OPENING DATE: 10/24/2022**

**CLOSING DATE: Open Until Filled**

**POSITION:** Accountant  
**PAY GRADE:** HA9 (\$23.38/hr. - \$31.57/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI/Grant Funded  
**DEPARTMENT:** Isleta Pueblo Housing Authority  
**REPORTS TO:** Executive Director, IPHA  
**BACKGROUND LEVEL:** Child/Elder

**POSTED: IN/OUT**

**JOB PURPOSE:** Responsible for all finance and accounting activities as defined in federal grant and Indian housing program regulations, and as required by standardized accounting procedures and Generally Accepted Accounting Principles. Responsible for the accurate preparation and monitoring of financial books, records and financial reports to grantor agencies and management.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

**JOB DUTIES:**

- Establishes and maintains all books of accounts and financial records as required by Federal Register, HUD Handbook, and all applicable Government regulations.
- Performs all the finance administration as required by program and Tribal regulations, including IPHA subsidiaries.
- Assists in the preparation and submittal of annual operating budgets.
- Monitors all budgets informing the Executive Director immediately of any deficits; submits to the HUD/POI with supporting justification and corrective action.
- Prepares and reviews financial statements on a timely basis; submits statements to HUD/POI, management or any other necessary agency as required.
- Maintains investment files; performs financial projections and prepares cash forecasting for the fiscal year.

- Maintains internal financial controls including: cash receipts/disbursement ledgers, reconciliation of monthly bank statements, allocation of salary and fringe benefits, recording of journal entries, and executes the General Depository Agreement; communicates and reviews results with the Executive Director.
- Prepares and assists with the annual audit required by the Single Audit Act. Prepares, submits and implements corrective action plans for any audit findings, including findings arising from HUD's financial review. Drafts the Management's Discussion & Analysis for the audit report.
- Assists in preparing the required HOC annual statements including financial reports to HUD/POI, management and any other agency.
- Prepares and submits monthly financial reports on the status of operations to the Executive Director and provides reliable advice and support.
- Monitors, tracks and reports program income for all IHBG grants.
- Prepares SF425 Federal Financial Reports on a timely basis and submits the statements to funding agencies, including LOCCS draws.
- Provides Uses of Funds financial information for Annual Performance Reports.
- Assists in preparation of the Indian Housing Plan, and other financing initiatives.
- Generates billing for Lava Block to HUD and POI.
- Attends monthly Board Meetings. Prepares materials as requested.
- Processes Board of Commissioners stipend requests.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Provides work direction and leadership to Accounting Techs within the department.
- Trains personnel on accounting policies and procedures.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's Degree in Accounting, Finance or related field.
- Two years' accounting working experience.
- One year federally funded experience preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

**KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of Generally Accepted Accounting Principles (GAAP) and applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of financial control systems and methodology.
- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Skill in operating various word-processing, spreadsheets, database and accounting software programs in a Windows environment.
- Skill in statistical compilations and analysis.
- Ability to communicate effectively both verbally and in writing.
- 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 prepare complex, accurate financial statements and reports.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to work with mathematical concepts such as probability and statistical reference.

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