



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

POSTING NO: 154-22

OPENING DATE: 10/04/2022

CLOSING DATE: 02/24/2023

POSTED: IN/OUT

POSITION: Business Manager II
PAY GRADE: E7 (\$24.11/hr. - \$34.96/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Public Works
REPORTS TO: Director, Public Works
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Responsible for assisting the Public Works Director with coordinating all funding related processes; includes tracking budgets, department funded projects, and grants and contracts; and facilitating compliance with all regulatory requirements. Works in coordination with Pueblo of Isleta Treasury Department and ensures compliance with established Pueblo of Isleta policies and procedures.

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:

- Seeks funding, assists Director with gathering data for grant applications, and assists Director with administering funds for the expansion of public works services in the Pueblo of Isleta.
- Coordinates meetings with internal management team to ensure communication and collaboration for effective fiscal and financial obligations.
- Attends interdepartmental and external agency meetings as directed, follows up with action items and decisions, and shares with department staff as directed.
- Assists Director with various aspects of major projects including Scope of Work, Bid Documents, Bidding Process, Bid Award and contracts.
- Maintains internal documentation to support grants and funding activities.
- Monitors project and budget expenditures to ensure there are no overages and that money is being spent by projected timelines.

- Reviews analyses and suggests options for internal decision-making.
- Supports regulatory compliance and reporting to funding agencies.
- Establishes and monitors internal financial management activities and processes to maximize productivity and efficiency.
- Creates internal financial record keeping processes in accordance with regulatory requirements; makes improvements to existing processes.
- Assists department director in creating and updating internal financial standard operating procedures (SOP's) as necessary.
- Creates and maintains internal controls for the Department.
- Creates and develops presentations as requested.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- BA in Finance, Accounting, or related field preferred; or AA in Business Management
- Must have at least three years of accounting experience, including working with budgets.
- One years' experience working with federal grants and/or contracts.
- Ability to speak Tiwa preferred.
- 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 proper English, spelling, grammar, punctuation, and basic math.
- Knowledge of office functions, procedures, and policies.
- Knowledge of developing office systems and developing standards of operation.
- Knowledge of preparing and submitting reports to funding agencies.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in analyzing trends.
- XXX level of proficiency with Excel, Word, PowerPoint and Outlook.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to adapt to various word-processing, spreadsheets, and database software programs.
- Ability to create effective reports and presentations.
- Ability to listen and communicate professionally, verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.
- Ability to work independently with minimal supervision.
- Ability to promote a safe and healthy work environment.

PHYSICAL DEMANDS:

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