



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 011-23

OPENING DATE: 01/13/2023

CLOSING DATE: 01/31/2023

POSTED: IN/OUT

POSITION: Treasurer
PAY GRADE: AE3 (\$44.53/hr. - \$69.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time-Appointed
FUNDING SOURCE: POI Funded
DEPARTMENT: Treasury
REPORTS TO: Tribal Council
BACKGROUND LEVEL: High Public Trust

JOB PURPOSE: Under the general direction of the Tribal council, the Tribal Treasurer directs and coordinates detailed and complex financial activities relating to accounting, fiscal reporting, debt management, and other treasury functions including cash management, investments, sales tax administration, risk management, payroll, purchasing and tribal investments activities.

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:

- Provides administrative oversight of the activities of the Treasury Office.
- Delegates authority for the receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments.
- Forecasts financial requirements by analyzing current status; identifying economic trends; assimilating organization goals and budget requirements; analyzing financial reports.
- Determines need for funds by forecasting financial requirement.
- Reviews budgets and makes recommendations; presents operating budgets and budget modifications for Tribal Council approval.
- Obtains required funds by developing investment strategies while working together with the Tribal Financial Advisors and investing surplus funds to maximize return and provide

adequate security. Ensures the availability of funds in order to meet the financial obligations of the Pueblo of Isleta.

- Recommends capital structure by preparing assumptions, analyses, and reports; advising Tribal Council on investments and loans to meet short and long-term goals and objectives.
- Provides financial status by preparing and interpreting reports; meeting with financial institutions and investors; attends negotiations and works with General Counsel, Chief Financial Officer and other staff on funding, credit, investments, liabilities, assets and other financial matters as directed by Tribal Council.
- Guides financial actions by enforcing policies and procedures; ensures adherence to all financial regulations and requirements; monitors fiscal activities of all tribal entities.
- Represents the organization by communicating and interacting with governmental agencies at the direction of the Tribal Council
- Protects assets by establishing and enforcing internal control systems; obtaining external audits.
- Disburses funds by establishing policies and procedures; authorizes payments.
- Performs other duties as assigned.

SUPERVISION RECEIVED:

- At the first council meeting following each general election of the Pueblo, the Tribal Council appoints a qualified individual as Treasurer. The Pueblo Treasurer serves at the pleasure of the Tribal Council and may be removed from office by the Tribal Council majority vote.

SUPERVISION EXERCISED:

- Supervises all Treasury Department employees, MIS and Procurement Departments.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or related field.
- Five years progressive responsibilities in accounting or finance required.
- Certified public accountant 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.

NECESSARY SPECIAL REQUIREMENTS:

- Knowledge of the principles and practices of management and fund accounting, finance, accounting, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of the development, preparation and control of budgets.
- Skill in operating various word-processing, spreadsheets and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.

- Skill in supervising, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable tribal, federal, state, county and local laws, regulations, and requirements.

PHYSICAL REQUIREMENTS AND WORK ENVIRONMENT:

- Work is performed primarily in an office setting with potentially long periods of sitting. Extensive use of vision will be used to review documents and financial statements. Extensive use of arm, wrists, and fingers will occur when using personal computers and preparing reports.

PREFERENCE:

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