



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: 038-23

OPENING DATE: 02/09/2023

CLOSING DATE: 03/24/2023

POSTED: IN/OUT

POSITION: Accounting Technician
PAY GRADE: HA6 (\$17.57/hr. - \$23.72/hr.)
FLSA STATUS: Non-Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI/Grant Funded
DEPARTMENT: Isleta Pueblo Housing Authority
REPORTS TO: Accountant
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Performs semi-skilled basic accounting and clerical tasks of moderate difficulty through the technical application of bookkeeping principles and practices for the accurate maintenance of financial accounts required by federal regulations and POI 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:

- Maintains books of accounts and financial records for Pueblo of Isleta and the HUD program.
- Performs finance administration as required by all IPHA program and tribal regulations.
- Assists in maintaining internal financial controls, cash/receipts/disbursement ledgers, bank deposits; performs reconciliation of monthly bank statements, financial statements, and POI expenditure reports.
- Analyzes statistical and fiscal records and reports to determine projected expenditures, deficits or surpluses, budget modifications and costs of operations of various activities.
- Examines and provides cost codes for expenditures, encumbrances and balances to determine if codes have been properly charged and encumbered.
- Receives, verifies, and inputs timesheets into payroll system on a bi-weekly basis; sets up and maintains payroll personnel files.

- Ensures accuracy of payroll by reviewing data and correcting errors and discrepancies; communicates with departments and programs to address errors and disciplines.
- Receives and receipts cash items and third party payments; posts and reconciles payments to ledgers.
- Reviews credit balances, refunds, adjustments, and claim denials; reconciles, corrects, and applies adjustments to billing records.
- Balances daily batches and reports; prepares income reports and statistics; distributes reports.
- Performs a variety of general clerical duties, including telephone reception, mail distribution, and other routine functions.
- Assists in the financial audits and reviews of all IPHA programs as required.
- Prepares and maintains records related to credit accounts with vendors.
- Maintains records related to contractor payments under NAHASDA and POI policies and procedures.
- Prepare, arrange and maintain travel vouchers under IPHA and POI policies.
- Prepare and maintain files related to invoicing, including tracking of payments to IPHA office and IPHA insurance files.
- Performs accounting operations within the IPHA and POI automated accounting system.
- Provides technical assistance on IPHA and POI procurement rules and policies.
- Performs payroll accounting using the KRONOS system as assigned.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- High School Diploma or GED.
- Three years accounting experience.
- Associates Degree in Accounting, Finance, or related field 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 general accounting and bookkeeping principles and procedures.
- Knowledge of general principles of public financial administration including the budgetary process, reporting requirements and cost accounting techniques.
- Knowledge of computerized accounting systems, operating activities and fiscal programs.
- Knowledge of sources of information and accounting techniques used in the preparation of fiscal reports, statements, schedules and summaries.
- Knowledge of office methods, procedures and ability to use of standard office equipment.
- Knowledge of standard accounts payable, accounts receivable, purchasing, and payroll policies, procedures, and regulations.
- Skill in operating various word-processing, spreadsheets, database and accounting software programs in a Windows environment.
- Ability to prepare complete and accurate accounting reports and statements.

- Ability to perform detailed work involving written and numerical data or records of transactions.
- Ability to make arithmetic computations and computations rapidly and accurately.
- Ability to interpret and apply accounting procedures and guidelines to a variety of accounting operations and problems.
- Ability to establish positive working relationships and communicate effectively, both verbally and in writing.
- Ability to accurately conduct analysis and to validate transactions including the resolution of inconsistencies.
- Ability to understand and interpret vendor invoices, statements, and other requests for payment.
- Ability to maintain confidentiality.

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.