



**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](mailto:poiemployment@isletapueblo.com)**

**VACANCY ANNOUNCEMENT**

**POSTING NO: 040-23**

**OPENING DATE: 03/08/2023**

**CLOSING DATE: 03/22/2023**

**POSTED: IN/OUT**

**POSITION:** Accounting Technician  
**PAY GRADE:** NE6 (\$17.57/hr. - \$23.72/hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Treasury  
**REPORTS TO:** Accounting Director  
**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.

*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 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:**

- High School Diploma/GED.
- Four years working experience in an accounting environment.
- Associates Degree in Accounting, Finance, or related field 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 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 and Native American Indian preference shall apply to all positions at Pueblo of Isleta.