



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

POSTING NO: 093-23

OPENING DATE: 05/10/2023

CLOSING DATE: 06/08/2023

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: Grant Funded
DEPARTMENT: Health Services
REPORTS TO: Director, Administrative Services
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE:

Assists in maintaining the accounting records of the Isleta Health Center, including Purchased/Referred Care and Diabetes program. Performs basic accounting tasks necessary to maintain the accounting records of the Isleta Health Department as designated by the Director of Administrative Service.

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:

- Performs various tasks required to collect and compile data from necessary transactions as provided by the Purchased Referred Care (PRC, accounts payable) and Billing (accounts receivable) offices.
- Assists in the cash management functions, prepares and distributes daily deposits for third party billing and other various payments.
- Assists in maintaining, organizing and downloading the PRC check register and third-party billing lockbox images.
- Assists in preparing and maintaining journal entry of daily cash deposits.
- Assists in generating third party billing reports for monthly close of books; reconciles and resolves any discrepancies prior to close of subsidiary ledgers.

- Prepares and maintains applicable worksheets and schedules in support of monthly accounting entries from sub-ledgers for submission to the Treasurer's Office for general ledger posting.
- Maintains accounting schedules and files that record and trace transactions to the sub-ledgers. This includes cross-referencing all supporting and source documents to their appropriate files in the PRC and Billing offices. This may include vendor invoices, check copies, billings, and cash receipts.
- Assists in fixed asset and inventory tagging/tracking and the disposition and replacement thereof. This may include maintaining files for titles and/or invoices for capital additions and supporting documentation for asset transfers.
- Assists in completion of monthly journal voucher entry for cash, revenue and revenue adjustments for third party billing upon close of billing subsidiary ledgers; ensures timely submission of entries to the Treasurer's office for month-end posting and report publication.
- Assists with the weekly expenditure data file from the PRC fiscal intermediary is posted timely into the PRC subsidiary ledger.
- Assists in the administration of monthly reconciliation of asset, liability, funds balance, and revenue and expenditure accounts for all Billing and PRC department activity.
- Assists in maintaining and distribution of budget status reports for all Isleta Health Center departments; in cases of discrepancies, assists in preparing an adjusting journal entry for properly stating the G/L accounts.
- Assists in the preparation and distribution of monthly and year-end financial reports for the program managers of the Isleta Health Center.
- Assists in the preparation of the annual operating budget for the Isleta Health Center.
- Assists in preparing and reviewing of financial statements on a timely basis; submits the statements to management or any other necessary agency as required.
- Assist in conducting special analytical review work on financial statements and grant awards as directed by the Director of Administrative Services or CEO.
- Assists in locating historical information and researching transactions as requested.
- Assists in maintaining appropriate historical reports for preparation and analysis of program budgets.
- Assists in monitoring program budgets.
- Maintains confidential information.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associates Degree in Accounting, Finance or related field OR five (5) years accounting working experience, preferably in an integrated health system.
- Must be able to pass a TB screening.
- Must provide written copy of immunization record prior to employment
- 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 basic accounting principles and practices.
- Skill in operating various word processing, spreadsheets, database and accounting software programs in a Windows environment.
- Ability to operate a ten- (10) key adding machine and type at least 60 wpm.
- Ability to work on a variety of assignments and tasks concurrently within established deadlines.
- Ability to complete tasks in an organized and timely manner.
- Ability to work and communicate effectively and cooperatively in a service environment.
- Ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.

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 generally performed in an interior/clinical setting with a minimal noise level.
- Employee may be exposed to unpleasant odors, bodily fluids, blood borne pathogens, hazardous material and infectious disease.
- Situations occur where surgical masks, safety goggles, gloves and protective face shields are needed.

PREFERENCE:

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