



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 090-23

OPENING DATE: 05/04/2023

CLOSING DATE: 06/16/2023

POSTED: IN/OUT

POSITION: Business Manager
PAY GRADE: E6 (\$21.92/hr. - \$31.78/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Elder Center
REPORTS TO: Director, Elder Center
BACKGROUND LEVEL: Child/Elder

JOB PURPOSE: Coordinates the duties of Administration to ensure high levels of organizational effectiveness. Create and maintain a pleasant work environment by ensuring continuous collaboration and communication among the Management team and when deemed necessary with other internal tribal departments or external agencies. Analyze overhead costs to determine savings. Ultimately, the Business Manager will assist the Director in seeking grants for the expansion of services, ensure the establishment and effectiveness of Elder Center policies and procedures and establish Standards of Operation for consistent program implementation.

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:

- Schedule meetings with Elder Center Administration to ensure effective communications for planning.
- Schedule meetings with Management team to ensure collaboration and communication for effective operations and programming.
- Schedules and attends interdepartmental and external agency meetings and takes minutes documenting action items and decisions; informs department staff of any pertinent actions or decisions as deemed necessary.
- Monitor all expenditures and analyze consumption, propose savings options, and report budgeting trends for annual budgeting.

- Collaborate with managers to schedule program expenditures, analyze variances, and initiate corrective action.
- Establish and monitor office management systems and procedures to maximize productivity and efficiency.
- Assist program managers in the establishment of record keeping systems in accordance with regulatory requirements.
- Provide overall quality assurance for public relations.
- Coordinate with MIS department on installation of office equipment and software.
- Assist in the onboarding process for new hires.
- Coordinate with Management team to update and maintain office policies as necessary.
- Develop and organize office procedures and policies.
- Provide staff orientations for new hires.
- Conducts research on potential funding and assists the Director in applying for grants to sustain or expand services.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Edits and reviews outgoing correspondence and documents for correct grammar, punctuation, and spelling.
- Creates and develops effective presentations as requested.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Supervises Administrative Assistant and Records Clerk/Receptionist by coaching, counseling, training and providing feedback to employees.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- BA in Accounting or related field preferred; or AA in Accounting with accounting experience.
- Must have experience working with program budgets.
- One year experience working with federal grants and/or contracts.
- Ability to speak Tiwa preferred.
- Must be able to pass a TB screening if deemed necessary.
- 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:

- Must be willing to promote a safe and healthy work environment.
- Knowledge of proper English, spelling, grammar, punctuation, and basic math
- Knowledge of the purpose for office functions, procedures, and policies.
- Ability to adapt to various word-processing, spreadsheets, and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Skill in analyzing trends.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Experience in developing office systems and developing standards of operation.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to create effective presentations.
- Ability to effectively interact with elders.
- 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.

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.