



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

POSTING NO: 187-23

OPENING DATE: 01/04/2024

CLOSING DATE: Open Until Filled

POSITION: Financial Planning &
Analysis Director

POSTED: IN/OUT

PAY GRADE: E11 (\$35.30/hr. - \$51.19/hr.)

FLSA STATUS: Exempt

POSITION TYPE: Full Time

FUNDING SOURCE: POI Funded

DEPARTMENT: Treasury

REPORTS TO: Treasurer

BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Direct the Financial Planning & Analysis Department's activities. Including: gathering and analyzing financial data to ensure maximum utilization of general and grant funding, budget preparation and management, financial reporting in accordance with policies and procedures within established generally accepted accounting practices. Leads the development of analysis metrics and policies for POI. Drives the implementation of data and other information gleaned through analysis for improved operations, business development, and financial performance.

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:

- Oversees the preparation and presentation of status reports for the Pueblo's programs and enterprises.
- Leads reporting of quarterly budget status reviews, including explanation of variances between actual to budget.
- Ensures accuracy of financial data and reports by verifying financial transactions; generates accurate reports according to established timelines.

- Oversees the revision of budgets per request by the Treasurer and enters any new budgets.
- Manages requests by Department Directors and program managers for detailed expenditures.
- Performs specialized analysis and reporting for use in preparing contract and grant proposals.
- Oversees, reviews, and approves Financial Status Reports and Cost Transaction Reports in accordance with contract and grant funding agency guidelines; ensures adherence to federal, state, and grant-related financial reporting regulations and guidelines.
- Presents and provides necessary information to the Tribal Council, Governor, Treasurer and Department Directors for preparation of the annual budget.
- Conducts special analytical review of financial statements and grant awards as directed by the Treasurer.
- Conducts special studies and business case preparation to analyze complex financial actions and prepares recommendations for policy, procedure, control, or action.
- Coordinates with all levels of management to gather, analyze, summarize, and prepare recommendations regarding financial plans, new business planning, trended future requirements, and operating forecasts.
- Researches and prepares economic reports on subjects such as rate of return, depreciation, working capital requirements and investment performance.
- Analyzes, designs, documents, and implements internal financial reporting systems and procedures.
- Prepares and submits monthly financial reports on the status of operations to the Tribal Council, Governor, and Treasurer.
- Acts as an advisor and supporter to the Treasurer.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES:

- Manages financial analysis staff and services; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Hires, evaluates, disciplines and develops professional and support staff.
- Coordinates training, orientations and continuing education of staff.

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance or related field.
- MBA preferred.
- Ten years working experience in finance including budget preparation and advanced financial analysis.
- 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 Generally Accepted Accounting Principles (GAAP) and applicable federal, state, county and local laws, regulations, and requirements.

- Knowledge of financial control systems and methodology.
- Skill in using computerized accounting and office software programs.
- Skill in statistical compilations and analysis.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to distill complex financial matters to effectively communicate with non-financial people.
- Ability to prepare and present polished PowerPoint and other documents to executive level managers.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- 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 prepare complex, accurate financial statements and reports.
- Ability to read, comprehend, explain and apply laws, regulations, policies and procedures.
- Ability to work with mathematical concepts such as probability and statistical reference.

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.