



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 212505-26

OPENING DATE: 03/03/2026

CLOSING DATE: 06/01/2026

POSITION: Financial Planning &
Analysis Coordinator
PAY GRADE: NE9 (\$30.25/hr. - \$40.84/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full-Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Treasury
REPORTS TO: Treasurer
BACKGROUND LEVEL: Child/Elder

POSTED: IN/OUT

JOB PURPOSE: The Financial Planning & Analysis (FP&A) Coordinator provides mid-level administrative, technical, and organizational support to the FP&A Division within the Treasury Office. This position plays a critical role in maintaining financial compliance, supporting grant and contract reporting requirements, organizing financial records, coordinating departmental communication, managing workflow processes, and assisting analysts with essential budgeting and reporting tasks.

The Coordinator ensures timely, accurate, and compliant financial operations by managing documentation, tracking deadlines, preparing supporting materials, and serving as a key point of communication between FP&A, Treasury, and POI departments.

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:

Financial Reporting Support

- Track, organize, and assist with preparation of Federal Financial Reports (FFRs)
- Maintain reporting calendars, checklists, and documentation logs.

- Assist analysts with gathering, formatting, and validating financial data.

Budget Management Support

- Coordinate preparation and distribution of budget templates, instructions, and timelines.
- Track departmental budget submissions, revisions, and justification materials.
- Assist with compiling, organizing, and verifying budget documentation.
- Schedule and support budget meetings, hearings, and follow-ups.

File Management & Recordkeeping

- Maintain electronic and physical filing systems for grant and contract financial documentation, funding source records, budget materials and modifications, and audit support files.
- Ensure compliance with record retention policies and funding-agency requirements.
- Prepare audit-ready support folders and maintain documentation accuracy.

Audit, Review, and Site Visit Support

- Coordinate document collection, version tracking, and data organization for:
 - Federal, state, and programmatic audits
 - Funding-agency site visits
 - Internal and external reviews
- Serve as a liaison between FP&A, departments, and auditors to ensure timely responses.

Workflow Coordination & Communication

- Track incoming Budget Modification Requests (BMRs), reclassifications, and department requests.
- Prepare and maintain logs, summaries, dashboards, and follow-up lists.
- Coordinate scheduling for FP&A meetings, reviews, and departmental check-ins.
- Draft routine communications, reminders, and status updates.

Administrative & Technical Support

- Prepare standardized forms, reports, and supporting documentation for analyst review.
- Maintain shared drives, filing structures, and version-control systems.
- Assist with data entry, report preparation, and updating budget or financial spreadsheets.
- Support process improvement and documentation efforts within FP&A.

Performs other duties as assigned

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Associate degree in Business Administration, Accounting, Finance, Public Administration, or related field; Bachelor's degree preferred.
- Two (2) years of administrative or program coordination experience; experience in finance, accounting, or grants management preferred.
- Proficiency in Microsoft Excel, Word, and Outlook; experience with financial software preferred (Sage, MIP, or similar).
- 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 financial terminology.
- Grant and contract funding requirements (preferred).
- Governmental or tribal financial processes (preferred).
- Recordkeeping and documentation standards.
- Reporting compliance and audit support procedures.

Skills in:

- Computerized accounting and office software programs.
- Strong organizational and time management skills.
- Attention to detail and accuracy in handling financial documentation.
- Written and verbal communication across multiple departments.
- Preparing spreadsheets, charts, timelines, and tracking tools.
- Multi-tasking in a fast paced, deadline driven environment.

Ability to:

- Interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- Maintain confidentiality of financial information.
- Work independently and collaboratively.
- Prioritize tasks and meet strict reporting deadlines.
- Coordinate information and communicate effectively with internal and external partners.
- Analyze data and identify inconsistencies or missing documentation.
- Read, comprehend, explain and apply laws, regulations, policies and procedures.
- 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.
- Extended periods of sitting, computer use, and document handling.
- Occasional overtime during peak reporting periods or audit periods.

PREFERENCE:

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