



**PUEBLO OF ISLETA  
HUMAN RESOURCES DEPARTMENT  
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**VACANCY ANNOUNCEMENT**

**POSTING NO: 211014-26**

**OPENING DATE: 03/06/2026**

**CLOSING DATE: 06/04/2026**

**POSTED: IN/OUT**

**POSITION:** Senior Accountant  
**PAY GRADE:** E10 (\$42.36/hr. - \$59.31/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Treasury  
**REPORTS TO:** Accounting Director  
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Assists in the supervision and coordination of Accounting office staff in day-to-day activities in maintaining the accounting system and providing all necessary financial statements and management reports in accordance with established laws, regulations, policies, procedures and Generally Accepted Accounting Principles and Governmental Accounting Standards.

*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:**

- Assists in preparation of month-end and year-end financial statements and reports including balance sheets, operating statements, cash flow and other statements.
- Assists in overseeing accounting staff in the reconciliation and auditing of daily revenues, accounts payable, accounts receivable, payroll, bank statements, and general ledger accounting.
- Assists in the preparation of month-end accrual entries, including monitoring accruals for accuracy and preparing schedules for accrual accounts.
- Organizes, develops, and maintains reconciliation work papers and schedules.

- Performs account analysis and ensures the accuracy of entries to ledger accounts; reconciles subsidiary ledger accounts to the general ledger.
- Maintains financial records and ensures financial transactions are properly recorded in compliance with accounting principles, regulations, and standards.
- Works closely with Accounting team, department directors, and other Pueblo entities to ensure general ledger balances are correctly stated and adequately supported.
- Assists in establishing goals and objectives of accounting staff to obtain effective and efficient operations and provides recommendations for process improvements.
- Assists in reviewing accounting staff entries to ensure company expenditures and disbursements comply with company policies and have been authorized and classified correctly.
- Assists in preparing and providing books and records for outside auditor activities.
- Conducts internal reviews to assess effectiveness of internal controls and reports findings to management.
- Assists in the development and implementation of financial management policies and procedures.
- Works closely with management and maintains good communications with management, employees, and service providers.
- Performs various backup functions to the Accounting Director as needed.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**

- Manages assigned accounting staff; provides coaching, counseling, training and feedback to employees; assigns, reviews, and delegates work and job responsibilities to designated staff.
- Assists in hiring, evaluating, disciplining and developing professional and support staff.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or related field.
- Five years of progressive work experience in non-profit or governmental accounting including experience in accounting for multiple fund programs and/or accounts.
- Prior experience in a management capacity preferred.
- CPA or MBA preferred.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- 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 the principles and practices of management and fund accounting, finance, accounting, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Strong knowledge of account analysis, reconciliation, and financial reporting.

- Proficient in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to analyze situations and adopt appropriate courses of action.
- Highly detail orientated and ability to work independently and meet strict time lines.
- Must demonstrate initiative and leadership.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

**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 moderate.
- Evening, weekend, or holiday work may be required.

**PREFERENCE:**

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

**EMPLOYEE'S CERTIFICATION:**

I acknowledge receipt of this job description and my supervisor has discussed it with me.