



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

**POSTING NO: 066-24**

**OPENING DATE: 08/01/2026**

**CLOSING DATE: Open Until Filled**

**POSTED: IN/OUT**

**POSITION:** Treasury Assistant  
**PAY GRADE:** NE5 (\$21.27- 33.17hr.)  
**FLSA STATUS:** Non-Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Treasury  
**REPORTS TO:** Accounting Director  
**BACKGROUND LEVEL:** Child/Elder

**JOB PURPOSE:** Contributes to the efficient daily operation of the Treasurer's Office by performing a variety of secretarial and administrative duties. Maintains professionalism in all interactions with internal and external customers.

*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:**

- Answers, screens, and determines purpose of incoming telephone calls and forwards to appropriate personnel or department while maintaining professional telephone etiquette.
- Receives, sorts, logs, and routes incoming mail and correspondence; exercises judgment and responds accordingly.
- Greets internal and external customers and visitors; determines nature of business and announces to appropriate personnel while maintaining professional and courteous demeanor.
- Manages multiple calendars for Tribal Complex administrative offices and reserves conference rooms as requested.
- Accepts and accurately records incoming cash receipts.

- Maintains and reconciles petty cash drawer and ensures small bills are on hand to issue correct change.
- Reserves and manages Pueblo credit cards for departmental use; ensures all credit cards are accounted for and issued and returned in accordance with policy.
- Picks up and delivers mail and other documents from Governor's office, post office, and other departments.
- Maintains inventory of office supplies and restocks as necessary.
- Prepares purchase requisitions and acquires purchase orders as requested by Treasury department.
- Maintains Treasury division's cuff accounts and reconciles budgets monthly.
- Assists payroll and accounts payable to prepare weekly check distributions including mailing or distributing to departments as appropriate.
- Reviews vendor statements and communicates with vendors and departments to reconcile outstanding balances.
- Prepares travel packets and travel reimbursement requests for Treasury divisions.
- Assists Treasury divisions with administrative tasks such as copying, printing, collating, scanning, and filing.
- Establishes and maintains an effective filing and retrieval system.
- 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 all correspondence and documents for correct grammar, punctuation, and spelling.
- Maintains and operates office machines, equipment, and computers. Performs or coordinates general maintenance and repair.
- Schedules and assists in regular maintenance of department vehicle including oil changes, fueling, and car washes.
- Submits work orders for office maintenance and repairs.
- Transmits outgoing faxes and retrieves, logs, and distributes incoming faxes.
- Runs errands for Treasurer and Treasury department directors as requested.
- Ensures front office is secure and locked at the end of each day.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:** N/A

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- High School Diploma/GED.
- Five years related experience.
- 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 business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of office functions, procedures, and policies.
- Skill in operating various word-processing, spreadsheets and database software programs.
- Skill in treating internal and external customers with tact, courtesy, and respect.
- Ability to maintain confidentiality.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to communicate efficiently and effectively both verbally and in writing.
- Ability to handle multiple tasks and meet deadlines.
- Ability to exercise independent judgment.

**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.