



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

POSTING NO: 211013-26

OPENING DATE: 08/01/2026

CLOSING DATE: 10/30/26 or OUF

POSTED: IN/OUT

POSITION: Treasury Assistant
PAY GRADE: NE5 (\$21.27/hr. – 33.17/hr.)
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.