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

**POSTING NO: 211002-26**

**OPENING DATE: 10/27/2026**
**CLOSING DATE: Open Until Filled**
**POSTED: IN/OUT**

**POSITION:** Accountant – Accounts Receivable
**PAY GRADE:** E6 ($30.74/hr. - $47.88/hr.)
**FLSA STATUS:** Exempt
**POSITION TYPE:** Full Time
**FUNDING SOURCE:** POI Funded
**DEPARTMENT:** Treasury
**REPORTS TO:** Accounting Director
**BACKGROUND LEVEL:** Public Trust

**JOB PURPOSE:** Responsible for all finance and accounting activities as required by standardized accounting procedures and according to Generally Accepted Accounting Principles. Responsible for the accurate preparation and monitoring of financial books, records and financial reports to the Pueblo of Isleta and any grantor agencies as requested.

*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:**

- Ensures the accuracy of source documentation that may include: purchase requisitions, timesheets, invoices, capital acquisitions/transfers for proper account coding and level of authorization.
- Maintains accuracy of financial data and reports by verifying financial transactions according to standard policies and procedures.
- Prepares timely and accurate financial reports for departments, external agencies, and department management as requested.
- Prepares and assists with annual audits; prepares reconciliations and audit schedules as requested. Prepares, submits and implements corrective action plans for any audit findings.
- Reviews reports for variances, trends, and current financial position.

- Manages payable and receivable accounts and check registers; ensures the timely processing of payments; prepares bank transfers and wire transfers; performs monthly reconciliations of accounts.
- Calculates, codes and enters transactions into financial system including journal entries, and sub-system corrections; manages sub-ledgers; completes month end closings and postings to general ledgers.
- Assists other POI departments or agencies with discrepancy resolution, interpretation of financial results, budget preparation and system, and the interpretation and clarification of accounting policies and procedures.
- Reconciles general ledger accounts with supporting documentation to ensure balance sheet accounts are properly classified, recorded at realizable value and supported by adequate documentation.
- Prepares and reviews financial statements on a timely basis; submits to management or agency as required.
- Maintains investment files; performs financial projections and prepares cash forecasting for the fiscal year.
- Maintains internal financial controls including: cash receipts/disbursement ledgers, reconciliation of monthly bank statements, allocation of salary and fringe benefits, recording of journal entries, and executes the General Depository Agreement; communicates and reviews results with the Executive Director.
- Conducts annual inventories of capital as needed.
- Assists in the preparation and submittal of annual operating budgets.
- Prepares and submits monthly financial reports on the status of operations to the Chief Financial Officer or Treasurer and provides reliable advice and support.
- Develops a working knowledge of each accounting system module and its contribution to financial reports including General Ledger, Accounts Payable, Accounts Receivable, Payroll, Purchasing, Fixed Assets, and other modules.
- Performs other duties as assigned.

**SUPERVISION RESPONSIBILITIES:**
- Provides work direction and leadership to Accounting Clerks within the department.
- Trains personnel on accounting policies and procedures.

**MINIMUM QUALIFICATIONS/REQUIREMENTS:**
- Bachelor's Degree in Accounting, Finance or related field.
- Two years' accounting working experience.
- One year federally funded experience 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 Generally Accepted Accounting Principles (GAAP) and applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of financial control systems and methodology.

- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Skill in operating various word-processing, spreadsheets, database and accounting software programs in a Windows environment.
- Skill in statistical compilations and analysis.
- Ability to communicate effectively both verbally and in writing.
- 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.