# PUEBLO OF LAGUNA JOB ANNOUNCEMENT NO. 2016-78A

## **OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS**

POSITION: Accountant

OPENING DATE: September 23, 2016
CLOSING DATE: Open Until Filled
DEPARTMENT: Accounting

SALARY RANGE: E-13; \$38,421 - \$57,632

#### **Position Summary:**

Under general direction of the Controller, the Accountant analyzes financial information, prepares financial reports, and maintains overall responsibility for general ledger functions in accordance with policies and procedures and within the established Generally Accepted Accounting Principles (GAAP). Maintains strict confidentiality of all privileged information in the Accounting Department.

This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.

## **Essential Duties & Responsibilities:**

- Monitors all bank account activities on a daily basis and prepares daily journal entries for bank account activities.
- Prepares daily and monthly bank reconciliations as required in a timely manner for all bank accounts.
- Reconciles and prepares monthly investment journal entries.
- Reviews, approves and posts journal entries.
- Monitors annual Capital Improvement Project (CIP) allocations, by reviewing and approving budget modifications, Requests for Purchase/Check and performs reconciliations upon close out of each project.
- Balances and closes general ledger accounts monthly, quarterly and annually capturing the necessary entries to reflect information not recorded or posted to the department's budget.
- Determines and identifies sources of errors or discrepancies in the general ledger and initiates required corrective actions.
- Conducts internal financial audits of data and processes to ensure accuracy; implements corrective action.
- Reviews revenue and expense trends, and communicates adverse trend results to management along with solutions and recommendations for improvement.
- Communicates budget, expenditure, and compliance issues with Department Directors and Program Managers.
- Compiles statistical analysis for preparing estimates or financial reports.
- Reviews program Cost Statements to ensure that expenses are accurately and reasonably recorded.
- Provides assistance during the year-end closing process, by closing and balancing the financial records.
- Prepares audit schedules and works closely with external auditors during the monthly, quarterly and annual audit.
- Applies and accepts short-term and long-range goals and objectives by following directives to sustain effective service and operation.
- Represents the Accounting Department and the Pueblo through effective communication and establishing positive relations with internal and external entities regarding service and operation.
- Communicates with co-workers, management, clients, vendors and the general public in a courteous, professional, customer focus manner.
- Attends staff meetings and job related training, seminars or workshops to maintain professional and technical knowledge of position.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Consistently applies the Pueblo's Core Values and Workforce Values supporting Workforce Excellence.
- Performs other duties as required.

## **Minimum Qualifications:**

Bachelor's Degree in Accounting, Finance, Business Administration, or related field required. Must have four (4) years accounting experience. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred. Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

### **Background Investigation Requirements:**

The Pueblo of Laguna has a Suitability Policy for background investigation processes. Every position in the government operation is reviewed and designated at one of three risk levels. The determination is commensurate with public trust responsibilities and attributes of the position which includes job duties. The Accountant is designated at a High Risk Public Trust (HRT) position.

Type of Background Check	Required
Pre-Employment Drug Screening	Χ
Background Investigation (Criminal Check, Sex Offender Check, Social Security Trace, Driving	
Record, Civil Court Check – if applicable, Tribal Criminal Check – if applicable)	Χ
Employment Verification, Education / License Verification, Personal Reference Verification	Х
Fingerprint Verification	
Must Be Able to Drive a Pueblo Issued Vehicle	Х
Other: Credit History & Bonding	Х

#### Knowledge, Abilities, and Skills:

- Knowledge of the Pueblo's structure of government, business environment, customs and traditions, and concepts to departmental operations.
- Knowledge of the standards policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of MIP Fund Accounting software.
- Knowledge of business English, proper spelling, grammar, and punctuation, and basic arithmetic.
- Ability to communicate effectively in the English language, and preferably in the Laguna language, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain strict confidentiality.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently, multi-task and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to work with mathematical concepts such as probability and statistical reference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Skill in operating business computers and office machines, including Windows environment, specifically Word, Excel, Access, Outlook, presentation software (such as PowerPoint), and PC-based computerized accounting software.
- Skill in preparing, reviewing, and analyzing budgets, operational reports and financial budget.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in statistical compilation and analysis.

#### **Application Instructions:**

- Go to <u>www.lagunapueblo-nsn.gov</u> and click on Employment Opportunities for application instructions and application form. <u>Read instructions prior to completing application form; incomplete applications will not be considered.</u>
   Resumes are encouraged but not in lieu of a complete application form.
- All hand delivered documents must be received by the Human Resources Office no later than 4:30 pm (MDT) on the closing date. All electronically mailed documents must be received by the Human Resources Office no later than 11:59pm (MDT) on the closing date.
- Application packets may be submitted by one of the following methods:
  - E-mail to POLemployment@lagunapueblo-nsn.gov;
  - 2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
  - 3. Deliver to the Human Resources Office, 22 Capital Drive; Laguna, NM
  - 4. Fax to (505) 552-9675
- For more information, contact Karen Chino, at (505) 552-5778 or by e-mail at the above address.