

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2018-37

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Accounting Technician-General Ledger/Accounts Receivable
OPENING DATE:	May 31, 2018
CLOSING DATE:	Open Until Filled
DEPARTMENT:	Accounting
SALARY RANGE:	NE-10; \$29,682 - \$44,512

Position Summary:

Under general direction of the Accounting Supervisor, the Accounting GL/AR Technician reviews budgets for check requests and purchase requisitions; processes receivable invoices, monitors general ledger accounts, and ensures compliance with established accounting policies. Consistently applies the Pueblo's Core Values in support of Workforce Excellence. Maintains confidentiality of all privileged information.

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

Essential Duties & Responsibilities:

- Reviews Requests for Check (RFC) and Purchase Requisitions (PR) to verify correct general ledger accounts, availability of funds, and compliance with established accounting policies and procedures.
- Communicates budget, expenditures, and compliance issues with program managers; assists with resolution of issues and ensures follow up of required corrective actions.
- Maintains comprehensive customer files for accounts receivable activities.
- Prepares monthly invoices and statements to customers and to program managers.
- Reconciles accounts receivable aging to the trial balance monthly and follows up on invoices over 30 days old.
- Monitors Pueblo revenue accounts monthly to ensure proper posting.
- Enters journal entries and budget modifications into the accounting software for verification and posting by management.
- Deposits cash daily and prepares reports for management review.
- Assists in year-end closing by reconciling customer accounts, accounts receivable general ledger accounts and reviewing revenue accounts for accuracy.
- Maintains and updates the General Ledger and Accounts Receivable standard operating procedures (SOP) documentation.
- Maintains professional and technical knowledge by attending seminars, workshops, and classes; establishing networks.
- Consistently applies/exhibits professional etiquette and demeanor in contacts with co-workers, management, and customers.
- Ensures job duties and responsibilities are completed timely, accurately and in accordance with established policies and procedures.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

Minimum Qualifications:

- Associates Degree in Accounting, Finance or related field required.
- Two years of accounting, finance or related work experience required.
- A combination of relevant education and directly related work experience may be considered.
- Fluency in the Laguna language preferred.

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 Accounting Technician is designated as a High Risk Public Trust (HRPT) position.

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

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of basic accounting and record keeping practices and procedures.
- Knowledge of proper spelling, grammar, punctuation and math skills sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers and customers at all levels.
- Ability to maintain strict confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision, to handle multiple tasks, and meet deadlines.
- Skill in preparing, reviewing, and analyzing budgets, operational reports and financial budgets.
- Skill in document management and maintenance of electronic and hard copy files.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Application Instructions:

- Go to www.lagunapueblo-nsn.gov and click on Employment Opportunities for application instructions and application form. **Read instructions prior to completing application form; incomplete applications will not be considered.** 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:
 1. 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 Johanna Wade, at (505) 552-5785 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES