

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2017-41

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION:	Construction Records/Accounts Coordinator
OPENING DATE:	July 20, 2017
CLOSING DATE:	August 11, 2017
DEPARTMENT:	Public Works
SALARY RANGE:	NE-12; \$35,152 - \$52,728

Position Summary:

Under general direction of the supervisor, supports the department by performing accounting functions for construction projects, ensuring contract compliance, and assisting in project closeouts. 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:

- Processes account payables, accounts receivables, job costing, invoicing and other required documentation for construction projects; ensures accuracy of posted data.
- Processes and posts monthly statements, submits quarterly and monthly reports for projects, manages budgets and overall project status; reconciles accounts.
- Maintains and reports job costs and maintains specific related data based on funding source requirements and tabulates information for reference access.
- Ensures accuracy and timeliness of all project reporting and processing deadlines.
- Supports contract compliance by development and submission of required forms, reports and other documents based on funding agency requirements and / or auditing standards.
- Assists in project closeout by providing accurate data and other mandated reports.
- Balances statements, creates and manages journal entries, analyzes expenses, and prepares spreadsheets to support general ledger activity.
- Assists in the audit process and grant reviews by scheduling and ensuring accurate information is provided to the auditors or to appropriate accounting staff.
- Assists in determining project costs, including raw material purchases, inventory, and labor.
- Reconciles project activities and equipment usage accounts.
- Maintains liaison with POL accounting staff, vendors, and employees to correct errors and ensure the efficient and effective accounts payable processing.
- Develops and maintains comprehensive hard copy and electronic filing systems.
- Maintains professional and technical knowledge by conducting research; establishing networks and attending relevant training.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Minimum Qualifications:

Associate's Degree in General Accounting, Finance or related field required. Five years accounting experience required. Prior experience in construction administrative support and coordination highly preferred. A combination of directly related education and relevant work experience may be considered.

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 Construction Records & Accounts Coordinator is designated as a Moderate Risk Public Trust (MRT) 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of principles and practices of public finance, budgeting, and accounting.
- Knowledge of principles and practices of computerized financial information management.
- Knowledge of applicable federal and state laws, POL ordinances, and departmental policies and procedures.
- Knowledge of grant and management guidelines/procedures from Federal and State agencies.
- Knowledge of up-to-date office practices, procedures, and equipment.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out essential duties.
- Knowledge of construction related terminology sufficient to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships
- Ability to maintain confidentiality; to demonstrate high moral character and self-responsibility.
- Ability to carry out verbal and written instructions.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to determine accounting or related problem(s), collect data, establish facts, and draw valid conclusions.
- Skill in the development of narrative and statistical reports.
- Skill in document management, filing, and recordkeeping.
- Skill in computer use, including Word, Excel, Access, 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.