

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2018-23**

**OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS/Temporary Emergency Hire**

**POSITION:** Grant Accounting Technician  
**OPENING DATE:** March 30, 2018  
**CLOSING DATE:** April 23, 2018  
**DEPARTMENT:** Accounting  
**SALARY RANGE:** NE-11; \$32,261 - \$48,381

**Position Summary:**

Under general direction of the Grants & Contracts Manager, analyzes financial information, prepares financial reports, and exercises overall responsibility for government and private funding in accordance with applicable policies, procedures, and within established Generally Accepted Accounting Principles (GAAP). Maintains confidentiality of all privileged information. Consistently applies the Pueblo's Core Values supporting Workforce Excellence.

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

**Essential Duties & Responsibilities:**

- Establishes electronic and hard copy files for new grants and contracts; schedules initial meeting with grant program manager, identifies any match or in-kind requirements, and determines financial reporting requirements.
- Maintains an updated list of awards; maintains a log of matching and in-kind requirements for each award.
- Monitors and reviews programs' financial compliance with grant and contract requirements.
- Maintains complete and accurate files; retains all financial and programmatic records in compliance with governing law and policy.
- Reviews grant and contract expenditure requests for available budget and compliance with allowed costs.
- Prepares reimbursement reports and draw down requests as needed or as required by the funding agency.
- Prepares and enters journal entries of incoming grant revenue.
- Prepares monthly indirect cost journal entries; submits completed entry to management for review and posting.
- Prepares other journal entries as necessary for review and posting by management.
- Prepares financial status reports as required by funding agencies and submits reports after management review.
- Communicates with funding agencies in all aspects of financial issues for each grant or contract.
- Meets with program managers on a quarterly basis to discuss any budget, expenditure or compliance related issues.
- Monitors, reviews, and verifies budget modifications submitted by program managers for accuracy and compliance with contract/grant terms. Enters approved information into MIP system.
- Performs close out of grants or contracts within established deadlines.
- Maintains electronic access to appropriate websites for submitting drawdown requests and required financial reporting.
- Assists with the annual single audit including the preparation of audit schedules, audit work papers and the Schedule of Expenditures of Federal Awards (SEFA).
- Establishes and maintains positive working relationships with program managers, funding agencies and other contacts in course of work.
- Maintains professional and technical knowledge by attending relevant training and establishing networks with like programs.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

Associate's Degree in Accounting, Finance, or directly related field required. Two years of grants/contracts management experience required. A combination of directly related education and relevant experience may be considered.

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### **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 Grant Accounting Technician is designated as a High Risk Public Trust (HRT) 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
Other: Credit History and must be Bondable	X

### **Knowledge, Abilities, and Skills:**

- Knowledge of the principles, practices, and processes of grants and contracts accounting.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of proper spelling, grammar, punctuation, and math skills sufficient to carry out responsibilities.
- Ability to communicate effectively, 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 confidentiality.
- Ability to analyze situations and adopt appropriate courses of action; to be persuasive and tactful in controversial situations.
- Ability to work independently, handle multiple tasks, and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts and draw valid conclusions.
- Ability to interpret applicable federal, state, regulations, and requirements.
- Skill and ability to navigate internet to complete tasks on grantor websites.
- Skill in use of Word, Excel, Access, Outlook, and software unique to program.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

### **Application Instructions:**

- Go to [www.lagunapueblo-nsn.gov](http://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 [POEmployment@lagunapueblo-nsn.gov](mailto:POEmployment@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**