

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2015-72

OPEN TO IN-HOUSE AND EXTERNAL APPLICANTS

POSITION: Accounts Payable Technician
OPENING DATE: October 30, 2015
CLOSING DATE: November 9, 2015
DEPARTMENT: Accounting
SALARY RANGE: NE-10; \$29,682 - \$44,512

Position Summary:

Under general direction of the Accounting Supervisor, the Accounts Payable Technician processes all vendor invoices and request for checks (RFC) and ensures accounts payable functions, programs and processes are in compliance with all disbursement policies while maintaining superior customer service. Maintain 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:

- Performs reasonable bookkeeping tasks relating to Accounts Payable; verifies vendor invoice data accuracy, Request for Check accuracy, Purchase Orders and payment vouchers.
- Performs notifications and communicates to the respective departments and or vendors of any identified errors found and initiates a corrective action. Resolves any noted discrepancies.
- Prepares documents for payments; matches purchase orders with receiving documents submitted for payments; obtains signatures approvals, prepares and mails checks to vendors.
- Routes requests to appropriate Accounting staff for budget check and review.
- Processes all travel advancements and travel reimbursements, ensuring accuracy and approval signatures.
- Updates and maintains employee travel log.
- Monitors and applies vendor discount opportunities.
- Maintains the accounting payable ledgers by verifying and posting account transactions.
- Reconciles the sub-ledger to the general ledger.
- Reconciles the vendor statements monthly.
- Maintains an up to date filing system.
- Communicates with procurement with up to date vendor information on the vendor accounts, listings, and files.
- Prepares annual IRS forms 1099 and understand gross receipts tax reporting
- Assists in preparation of audit schedules and year-end closing.
- Prepares annual Per Capita Distribution Checks.
- Ensures accuracy, completeness, and timeliness of department requests for vendor payments.
- Maintains appropriate Accounts Payable documentation; generates ledger reports as required.
- Maintains professional and technical knowledge by attending seminars, workshops, and classes; establishing networks.
- 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:

Associates Degree in Accounting, Finance, Business Administration, or related field required. Two (2) years of accounting or related experience required. An equivalent combination of education and experience may be considered. Fluency in the Laguna language preferred.

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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 Accounts Payable Technician is designated at 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 & Bonding	X

Knowledge, Abilities, and Skills:

- Knowledge of traditional form of government and pueblo customs and traditions.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of accounting practices, policies procedures regulations and reporting requirements.
- Knowledge of data entry, bookkeeping and record keeping practices.
- Knowledge of business English, proper spelling, grammar, punctuation and basic mathematical skills.
- Knowledge of account reconciliations.
- Knowledge of modern office practices, procedures and equipment.
- Ability to communicate effectively in the English language, and preferably in the Laguna language, both verbally and in writing.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain strict confidentiality.
- Ability to follow and carry out verbal or written instructions.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to travel to meetings and work extended hours and on weekends as requested.
- Skill in operating office equipment and business computers and software such as Word, Excel, Access, Outlook, PowerPoint and accounting software programs.
- Skill in preparing, reviewing, and completing check payments for vendors

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 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 Karen Chino, at (505) 552-5778 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES