

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-20**

OPEN TO IN-HOUSE and EXTERNAL APPLICANTS

POSITION:	Accountant
OPENING DATE:	April 11, 2024
CLOSING DATE:	Open until filled
DEPARTMENT:	Accounting
SALARY RANGE:	E13; \$40,858 - \$61,288

Position Summary:

Under general direction of the Controller, the Accountant analyzes financial information, prepares financial reports, and oversees general ledger functions in accordance with established policies and procedures and in compliance with Generally Accepted Accounting Principles (GAAP). 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:

- Monitors bank account activities; prepares journal entries; reconciles accounts monthly.
- Reconciles and prepares monthly investment journal entries.
- Reconciles pre-paid Accounts monthly.
- Monitors annual Capital Improvement Projects (CIP) allocations, reviews and approves budget modifications, Requests for Purchase/Check; and reconciles accounts upon close out of each project.
- Monitors Specialty Budgets approved by Tribal Council.
- Reconciles and closes general ledger accounts on a monthly, quarterly, and annual basis; prepares recurring month end journal entries and for identified discrepancies.
- Processes wire transfer payments.
- Registers new vehicles; maintains record of vehicle registration.
- Maintain record of vehicle registration
- Reviews, processes, and records Travel requests and subsequent expenses for Pueblo employees.
- Create journal entries for monthly revenue.
- Reviews and posts various transactions in Accounting System (MIP)
- Conducts internal financial audits of data and processes to ensure accuracy; implements correction action.
- Reviews revenue and expense trends; communicates adverse trend results to management; provides solutions and recommendations for improvement.
- Communicates budget, expenditures, 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 expenditures are accurately and reasonably recorded.
- Provides assistance for year-end closing process; review and analyzes balance sheet accounts; ensures accurate recording preparation for audit.
- Prepares required audit schedules; assists external auditor with audit process.
- Develops/establishes positive working relationship with Pueblo programs and external entities.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Assists the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

Bachelor's Degree in accounting, Finance, Business Administration, or related field required. Four (4) years accounting experience required. Two (2) years of Accountant work experience preferred. FEMA/ICS 100 and 200 Certifications preferred;

must obtain within six (6) months of hire. A combination of relevant education and directly related 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 Accountant 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History & Bonding	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of the standards policies, practices, and procedures of Generally accepted Accounting Principles and Governmental Accounting Standards Board.
- Knowledge of MIP Fund Accounting software.
- Knowledge of proper spelling, grammar, punctuation.
- Knowledge of FEMA policies, regulations, and processes regarding emergency incident response and management.
- Ability to communicate effectively, both verbally and in writing
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain strict confidentiality; to demonstrate high moral character and self-responsibility.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently, multi-task and meet strict timelines.
- Ability to make solid decisions and exercise independent judgement.
- 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 instructions in written, oral, diagram, or schedule form.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.
- Skill in computer use, including Microsoft Word, Excel, Access, Outlook, PowerPoint, and software unique to program.
- Skill in preparing, reviewing, and analyzing budgets and operational reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Skill in statistical compilation and analysis.

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@pol-nsn.gov;

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2. Mail to Pueblo of Laguna Human Resources; P.O. Box 194; Laguna, NM 87026
 3. Deliver to the Human Resources Office, 23 Rio San Jose Rd; Laguna, NM 87026
 4. Fax to (505) 552-9675
- For more information, contact Whitney Roughsurface, at (505) 552-5784 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES