

**PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2024-23**

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Accounts Payable Technician
OPENING DATE: April 30, 2024
CLOSING DATE: Open Until Filled
DEPARTMENT: Accounting
SALARY RANGE: NE10; \$31,434- \$47,151

Position Summary:

Under direct supervision of the Controller, the Accounts Payable Technician processes tribal and grant-related vendor invoices for payment. Processes Requests for Check in accordance with established policies and procedures. 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 invoices, Requests for Check, and other accounts payable documents for accuracy.
- Notifies programs and/or vendors of identified errors and initiates corrective action to resolve discrepancies.
- Matches purchase orders with receiving documents and RFC'S; obtains approval signatures, prepares and mails checks to vendors. Ensures the timeliness of vendor payments.
- Adheres to established Standard Operating Procedures in reviewing payment requests, in obtaining required approvals for payments, and in processing check runs.
- Processes travel advance requests and travel reimbursements.
- Monitors and applies vendor discount opportunities.
- Maintains accounts payable ledgers. Generates required reports.
- Reconciles the Accounts Payable Aging report to the general ledger.
- Reconciles vendor statements on a monthly basis.
- Maintains a comprehensive and updated hardcopy and electronic filing system.
- Provides the procurement section with updated information on vendor accounts, listings, and files.
- Prepares annual 1099 IRS forms.
- Assists in preparation of audit schedules and year-end closing.
- Prepares annual Per Capita Distribution Checks and other one-time payments declared by Tribal Council; ensures timely disbursement.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

Minimum Qualifications:

Two (2) years of tribal/grant funds accounting and/or accounts payable experience required. Associates Degree in Accounting, Finance, Business Administration, or related field preferred. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire. A combination of relevant education and 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 Accounts Payable 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History & Bonding	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of accounting practices, policies, procedures, regulations and reporting requirements.
- Knowledge of data entry, bookkeeping and record keeping practices.
- Knowledge of proper spelling, grammar, punctuation, and mathematical skills sufficient to carry out responsibilities.
- Knowledge of and skill in account reconciliations.
- Knowledge of modern office practices, procedures and equipment.
- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of basic 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, POL employees and vendors.
- Ability to maintain strict confidentiality; to demonstrate self-responsibility and accountability.
- Ability to follow and carry out verbal and/or written instructions.
- Ability and skill to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Ability to work extended hours and weekends when required.
- Ability to work independently and meet strict timelines. Skill and ability in attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in use of Word, Excel, Access, Outlook, and accounting software programs.
- Skill in preparing comprehensive narrative and statistical reports.

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@pol-nsn.gov;
 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