

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2020-07**

**OPEN TO IN-HOUSE and EXTERNAL APPLICANTS**

<b>POSITION:</b>	<b>Controller</b>
<b>OPENING DATE:</b>	<b>March 6, 2020</b>
<b>CLOSING DATE:</b>	<b>Open Until Filled</b>
<b>DEPARTMENT:</b>	<b>Accounting</b>
<b>SALARY RANGE:</b>	<b>E-18; \$70,054 - \$105,082</b>

**Position Summary:**

Under general direction of the Chief Financial Officer, the Controller plans, organizes, and directs functions required to effectively carry out the Pueblo's finances and accounting processes. Ensures compliance with contractual requirements and applicable laws, regulations, 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:**

- Manages general ledger transactions, reconciliations, budgeting, financial reporting, investment activities, and cash flow.
- Ensures establishment of sound internal controls; updates/revises as required.
- Ensures compliance with Pueblo, federal, state or local regulations, law, ordinances or other requirements within the department.
- Offers pertinent information, insight and opinion on issues that impact the department and the Pueblo's financial operations.
- Provides timely and accurate information to the Chief Financial Officer and Treasurer including financial statements, budget projections, cash flow projections, implementation and impacts of new accounting standards or recommended procedural changes.
- Coordinates the annual audit process; ensures timely completion, communicates findings and recommendations, ensures corrective action is implemented.
- Compiles statistical data for preparing estimates or reports.
- Manages employee relations by celebrating, coaching, counseling, disciplining assigned staff. Encourages feedback for continual management improvement.
- Evaluates staff performance in a timely manner. Promotes self-responsibility and accountability.
- Delegates task to appropriate staff to ensure achievement of department goals, objectives, and timelines. Promotes responsibility and accountability throughout the department.
- Communicates organizational values, strategies, and objectives through staff meetings.
- Represents the department and the Pueblo to other entities through effective communication and relationship building initiatives.
- Assesses department's operating needs to formulate, develop or change, and implement codes, laws, regulations policies and procedures.
- Maintains professional and technical knowledge by attending relevant training and workshops and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

Bachelor's Degree in Finance or Accounting required. Six years of relevant work experience as an accountant, accounting supervisor or manager required. Five years of supervisory experience required. Experience in grants and contracts administration preferred. Certified Public Accountant (CPA) credentials preferred.

**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

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responsibilities and attributes of the position which includes job duties. The Controller 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 Check; must be Bondable	X

**Knowledge, Abilities, and Skills:**

- Knowledge of and ability to interpret applicable laws, regulations, ordinances, and legislation.
- Thorough knowledge of accounting principles and procedures.
- Knowledge of government fund accounting and of MIP Fund Accounting software.
- Ability to communicate effectively, both verbally and in writing.
- Ability to maintain confidentiality.
- Ability to analyze situations, take appropriate courses of action, make solid decisions, exercise independent judgment, and meet strict time lines.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to be persuasive and tactful in controversial situations.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing directives.
- Skill in preparation, implementation and directing project time lines and staffing plans.
- Skill in preparing, analyzing and administering budgets, financial documents, and operational reports.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.
- Skill in providing leadership to, supervising, training, and evaluating assigned staff.

**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 [polemployment@pol-nsn.gov](mailto: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, 22 Capital Road; Laguna, NM
  4. Fax to (505) 552-9675
- For more information, contact Clarice Chavez, at (505) 552-5785 or by e-mail at the above address.

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**