

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2020-52**

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

**POSITION:** Accountant  
**OPENING DATE:** July 16, 2020  
**CLOSING DATE:** Open Until Filled  
**DEPARTMENT:** Accounting  
**SALARY RANGE:** E-13; \$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.
- Monitors annual Capital Improvement Project (CIP) allocations; reviews and approves budget modifications, Requests for Purchase/Check; and reconciles accounts upon close out of each project.
- Reconciles and closes general ledger accounts on a monthly, quarterly and annual basis; prepares recurring month end journal entries and for identified discrepancies.
- Conducts internal financial audits of data and processes to ensure accuracy; implements corrective action.
- Reviews revenue and expense trends, and communicates adverse trend results to management along with solutions and recommendations for improvement.
- Communicates budget, expenditure, 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; reviews and analyzes balance sheet accounts; ensures accurate recording in preparation for audit.
- Prepares required audit schedules; assists external auditors with audit process.
- Develops/establishes positive working relationships with Pueblo programs and external entities.
- 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:**

Bachelor's Degree in Accounting, Finance, Business Administration, or related field required. Four (4) years accounting work experience required. Two (2) years of Accountant work experience preferred. 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

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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, and punctuation.
- 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 time lines.
- Ability to make solid decisions and exercise independent judgment.
- 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 all Word, Excel, Access, Outlook, 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](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**