

**PUEBLO OF LAGUNA  
JOB ANNOUNCEMENT NO. 2022-72**

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

**POSITION:** Accounting Technician-Purchasing  
**OPENING DATE:** September 22, 2022  
**CLOSING DATE:** September 30, 2022  
**DEPARTMENT:** Accounting  
**SALARY RANGE:** NE-10; \$31,429 - \$47,154

**Position Summary:**

Under general direction of the Purchasing Supervisor, the Accounting Technician - Purchasing processes requests for supplies, equipment, and/or services for Pueblo programs, provides support to warehouse operations, and ensures compliance with department and granting agencies established policies, procedures, regulations, and protocols. 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:**

- Ensures compliance with current policies, procedures, and protocols while providing excellent level of customer service.
- Reviews Request for Purchase (RFP) supporting documents for adherence to established policies, procedures, and grant regulations. Notifies requesting program of missing information, errors, and initiates corrective action.
- Processes purchase requests into official purchase orders in the financial information system in accordance with established procedures.
- Maintains open purchase orders and follows up on outstanding purchase orders by contacting vendors to inquire on delays and estimated delivery dates.
- Works closely with the Warehouse Technician to identify and resolve purchase order discrepancies, arrange returns to vendor and adjust purchase orders if applicable.
- Works with Accounts Payable personnel to resolve and reconcile invoice discrepancies.
- Maintains and updates paper & computerized purchasing records.
- Assists with fiscal year end procurement processes.
- Assists with year-end close by closing prior year outstanding purchase orders and reconciling backorders and delayed deliveries.
- Provides coverage at the Pueblo warehouse to issue warehouse inventory stock items and update stock item prices on an as needed basis.
- Receives shipments of equipment and supplies and delivers to appropriate department or program on an as needed basis.
- Closes out warehouse stock material tickets at month-end and distributes tickets to appropriate programs.
- Maintains and enhances professional and technical knowledge by attending relevant training and workshops.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

**Minimum Qualifications:**

- Associates Degree in Accounting, Finance or related field required.
- Two (2) years of work experience in purchasing, warehousing, inventory, shipping/receiving and clerical required.
- A combination of relevant education and related work experience may be considered.
- Fluency in the Laguna language 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 responsibilities and attributes of the position which includes job duties. The Accounting Technician-Purchasing is designated as a Moderate Risk Public Trust (MRPT) position.

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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 and must be Bondable	X

**Knowledge, Abilities, Skills, and Certifications:**

- Knowledge of basic accounting, math, and record keeping practices and procedures.
- Knowledge of proper spelling, grammar, and punctuation.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with vendors and co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to handle multiple tasks and meet deadlines.
- Skill and ability in organization and attention to detail; to recognize inconsistencies or missing information in documents and files.
- Skill in computer use including Word, Excel, Outlook, Access, and software unique to program.

**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 Whitney Roughsurface, at (505) 552-5784 or by e-mail at [wroughsurface@pol-nsn.gov](mailto:wroughsurface@pol-nsn.gov)

**LAGUNA TRIBAL MEMBER PREFERENCE APPLIES**