

**PUEBLO OF LAGUNA**  
**JOB ANNOUNCEMENT NO. 2024-17**

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

<b>POSITION:</b>	<b>Grant Accounting Technician</b>
<b>OPENING DATE:</b>	<b>April 11, 2024</b>
<b>CLOSING DATE:</b>	<b>Open until filled</b>
<b>DEPARTMENT:</b>	<b>Accounting</b>
<b>SALARY RANGE:</b>	<b>NE11; \$34,258 - \$51,395</b>

**Position Summary:**

Under general direction of the Grants & Contracts Manager, the Grant Accounting Technician analyzes financial information, prepares financial reports, and exercises responsibility for government and private funding in accordance with applicable policies, procedures, and within established 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:**

- Establishes electronic and hard copy files for new grants and contracts; schedules initial meeting with grant program manager, identifies any match or in-kind requirements, and determines financial reporting requirements.
- Monitors BIA American Rescue Plan Act (ARPA) Allocation payroll expenditures.
- Maintains an updated list of awards; maintains a log of matching and in-kind requirements for each award.
- Monitors and reviews programs' financial compliance with grant and contract requirements.
- Maintains comprehensive files; retains financial and programmatic records in compliance with governing law and policy.
- Reviews grant and contract expenditure requests for funds availability and for compliance with allowable, reasonable, and allocable costs.
- Prepares reimbursement reports and draw down requests.
- Prepares and enters journal entries of incoming grant revenue; prepares other journal entries for review and posting by management.
- Prepares monthly indirect cost journal entries; submits completed entry to management for review and subsequent posting.
- Examines accounts and determines if reconciliation is needed.
- Prepares financial status reports for submission to funding agencies after management review.
- Meets with program managers on a quarterly basis to discuss budget, expenditure, or compliance related issues. Contributes to the development of processes to resolve identified issues/needs.
- Monitors, reviews, and verifies budget modifications submitted by program managers for accuracy and compliance with contract/grant terms. Enters approved information into MIP system.
- Performs close out of grants or contracts within established deadlines.
- Maintains electronic access to relevant websites for submitting drawdown requests and required financial reporting.
- Assists with the annual single audit including the preparation of audit schedules, audit work papers and the Schedule of Expenditures of Federal Awards (SEFA).
- Applies regulations and requirements for emergency funding, i.e., COVID-19, FEMA, other public health emergency situations.
- Provides technical expertise and training to personnel in accounts receivable, accounts payable, reimbursements, voucher preparation and examination, or other areas.
- Assists, as directed, the Pueblo's Emergency Management Program in its response to public emergency incidents.
- Obtains required certifications within specified time limits; maintains professional and technical knowledge by attending relevant training and establishing networks with like programs.
- Contributes to a team effort toward accomplishing tasks and achieving results.
- Performs other duties as required.

**Minimum Qualifications:**

Associate degree in accounting, finance, or directly related field, required. Three (3) years of grants/contracts management work experience required. FEMA/ICS 100, 200, 700, 800 Certifications preferred; must obtain within four (4) months of hire. A combination of directly related education and relevant 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 Grant Accounting Technician is designated as a Moderate 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 and must be Bondable	X

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

- Knowledge of the principles, practices, and processes of grants and contracts accounting.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of regulations and requirements for emergency funding; skill and ability to apply to immediate situations.
- Knowledge of basic FEMA policies, regulations, and processes regarding emergency incident response and management.
- Knowledge of proper spelling, grammar, punctuation, and adequate math skills to carry out essential duties.
- Ability to communicate effectively, both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.
- Ability to establish and maintain professional relationships with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to analyze situations and adopt appropriate courses of action; to be persuasive and tactful in controversial situations.
- Ability to work independently, handle multiple tasks, and meet strict timelines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to interpret applicable federal, state, regulations, and requirements.
- Skill and ability to navigate internet to complete tasks on grantor websites.
- Skill in use of Word, Excel, Access, Outlook, and software unique to program.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.

**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.

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- 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, 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**