

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2025-09

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Accounting Technician GL-AR
OPENING DATE: July 9, 2025
CLOSING DATE: Open Until Filled
DEPARTMENT: Accounting
SALARY RANGE: NE10; \$19.74 - \$29.60 Hourly

Position Summary:

Under direct supervision of the Controller, the Accounting Technician GL/AR reviews budgets for check requests and purchase requisitions; generates receivable invoices, monitors general ledger accounts, and ensures compliance with established accounting policies. 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 Requests for Check (RFC) and Requests for Purchase (RFP) to verify correct general ledger accounts, availability of funds, and compliance with established accounting policies and procedures.
- Communicates with program managers regarding budget, expenditures, and compliance issues; assists in resolving issues and ensures follow up of required corrective actions.
- Maintains comprehensive accounts receivable customer files.
- Prepares monthly invoices and statements to customers.
- Reconciles accounts receivable aging to the trial balance monthly and follows up on invoices over 30 days old.
- Monitors Pueblo revenue accounts monthly to ensure proper posting.
- Enters journal entries and budget modifications into the accounting software for review and posting by management.
- Deposits cash daily and prepares reports for management review.
- Assists in year-end closing by reconciling customer accounts, accounts receivable general ledger accounts, and revenue accounts for accuracy.
- Maintains and updates the General Ledger and Accounts Receivable standard operating procedures (SOP) documentation.
- Maintains professional and technical knowledge by attending relevant training and workshops.
- Provide training on general ledger codes to programs and departments as needed.
- Assists, as directed, the Pueblo's Emergency Manager Program in its response to public emergency incidents.
- Contributes to a team effort toward accomplishing tasks and achieving results as required.
- Performs other duties as required.

Minimum Qualifications:

Associates Degree in Accounting, Finance or related field required. Two years of accounting, finance or related work experience required. A combination of relevant education and directly related work experience may be considered. FEMA/ICS 100 and 200 Certifications preferred; must obtain within six (6) months of hire.

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 - General Ledger/Accounts Receivable is designated as a Moderate-Risk Public Trust (MRPT) 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	X
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit Check and Must be Bondable	X

Knowledge, Abilities, and Skills:

- Knowledge of the functions and structure of the Pueblo of Laguna.
- Knowledge of basic accounting and record keeping practices and procedures.
- Knowledge of proper spelling, grammar, punctuation and adequate math skills to carry out essential duties.
- 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 and customers at all levels.
- Ability to maintain strict confidentiality.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work with minimal supervision, to handle multiple tasks, and meet deadlines.
- Skill in preparing, reviewing, and analyzing budgets, operational reports and financial budgets.
- Skill in document management and maintenance of electronic and hard copy files.
- Skill in computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee regularly is required to stand; use hands and fingers to handle or feel; and talk or hear. Prolonged sitting is required on a regular basis. The employee frequently is required to walk; and reach with hands and arms. The employee occasionally is required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment:

Work is generally performed in an office setting with a moderate noise level. There is frequent interaction with other program personnel, customers, and management. Tight time constraints and multiple concurrent demands are common. Travel may be required for training, meetings, and other events.

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 poemployment@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 HR, at (505) 552-5252 or by e-mail at the above address.

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES