

PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-29

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Accounting Clerk
OPENING DATE: April 9, 2026
CLOSING DATE: April 17, 2026
DEPARTMENT: Accounting
SALARY RANGE: NE8; \$16.75 - \$25.13 hourly

Position Summary:

Under general direction of the Chief Financial Officer, the Accounting Clerk provides a variety of administrative support, services, and functions for the department. Gains results through direction, assistance, and coordination of services. 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:

- Screens incoming calls and visitors; routes to program staff as required; may respond to inquiries independently based on nature of contact.
- Exercises/exhibits professional etiquette and demeanor in personal and/or telephone contacts.
- Logs incoming and outgoing correspondence and documents in the Pueblo's Mail Log tracking system. Distributes incoming correspondence and documents as required.
- Enters cash receipts into financial system and accounts receivable receipts against invoices.
- Picks up cash/checks for deposit from various programs; verifies amounts; and enters data into appropriate software.
- Prepares accounting department requests for checks/purchases (RFC/RFP) for CFO signature.
- Provides administrative assistance during the annual tribal budget process and in preparation for the annual audit.
- Makes travel arrangements for departmental staff, prepares required travel documents, and closes out outstanding authorizations according to established procedures.
- Maintains a file and retention management plan for the Department according to established policies and procedures.
- Maintains comprehensive hard copy and electronic files of internal documents.
- Maintains inventory of office supplies and equipment; performs minor maintenance and repairs; arranges for equipment maintenance and repair.
- Maintains and updates the accounting department website.
- Coordinates special events and activities.
- Obtains/maintains required certifications; enhances 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:

- High School Diploma or GED required.
- Two (2) years of work experience in clerical or office setting preferred.
- A combination of relevant education and 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 Accounting Clerk 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	
Must Be Able to Drive a Pueblo Issued Vehicle	X
Other: Credit History Check & Bonding	X

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of basic accounting and record keeping practices and procedures.
- Knowledge of proper spelling, grammar, and punctuation, and math skills sufficient to carry out duties.
- Knowledge of and skill in the use of accounting software.
- Ability to learn and adapt to new technologies as they become relevant to or incorporated into the workplace; Zoom for remote work, etc.
- Ability to communicate effectively, both verbally and in writing.
- Ability to establish and maintain positive working relationships with co-workers and other contacts.
- Ability to maintain confidentiality.
- Ability to follow oral and written instruction.
- Ability to analyze situations and adopt appropriate courses of action; to handle multiple tasks and meet deadlines.
- Skill in office machines and computer use, including Word, Excel, Outlook, and software unique to program.

Physical Demands:

While performing the duties of this job, the employee is regularly required to sit; use hands and fingers to handle or feel; reach with hands and arms; and talk or hear. The employee is occasionally required to stand and walk. The employee is occasionally 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 moderate noise level. Tight time constraints and multiple demands are common. Travel may be required for training and meetings.

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

LAGUNA TRIBAL MEMBER PREFERENCE APPLIES