PUEBLO OF LAGUNA
JOB ANNOUNCEMENT NO. 2026-74

OPEN TO IN-HOUSE & EXTERNAL APPLICANTS

POSITION: Taxation and Business Services Director
OPENING DATE: November 6, 2026
CLOSING DATE: November 16, 2026
DEPARTMENT: Treasurer's Office
SALARY RANGE: E17; $82,018 - DOE

Job Summary

Under the general direction of the Treasurer, administers and enforces the Pueblo of Laguna Tribal Code provisions governing taxation, tribal employment preference, and business licensing. Provides strategic and operational leadership for tax assessment and collection, taxpayer audits, contractor compliance, business licensing, dispute resolution, regulatory development, budgeting, reporting, and records management. Communicates complex legal and financial requirements to Pueblo entities, businesses, contractors, taxpayers, and other affected parties while maintaining high ethical standards, professional conduct, effective communication, and confidentiality of privileged information.

Essential Duties/Responsibilities

- Develops and implements short-term and long-term strategic plans, goals, and objectives for the effective and efficient delivery of taxation and business services based on Pueblo priorities and identified needs.
- Administers and enforces Title VI, Taxation; Title VIII, Business: Tribal Preference; and Title XIII, Business Licensing, of the Pueblo of Laguna Tribal Code.
- Ensures the assessment and collection of taxes imposed under Title VI in accordance with applicable laws, regulations, policies, and procedures.
- Inspects and audits the books, records, and accounts of taxpayers and designated agents as necessary to administer and enforce applicable tax requirements.
- Examines property, financial information, and other evidence necessary to carry out the Division's responsibilities.
- Issues regulations, rulings, instructions, orders, and policies necessary to administer and enforce applicable Code provisions.
- Issues subpoena necessary to obtain records and information and conducts tax protest hearings in accordance with applicable requirements.
- Develops and administers cooperative agreements or joint powers agreements authorized by Tribal Council Resolution with the United States and other governmental entities regarding tax administration and enforcement.
- Communicates Code provisions and requirements to Pueblo entities, taxpayers, businesses, contractors, and other affected parties.
- Monitors and ensures compliance with applicable provisions and requirements under Titles VI, VIII, and XIII.
- Publicizes tribal employment preference opportunities within the Pueblo of Laguna.
- Conducts contractor compliance evaluations, investigates alleged violations, negotiates agreements and settlements, and mediates and resolves disputes.
- Advises the Tribal Preference Appeals Panel regarding investigative findings and presents findings during formal hearings.
- Conducts periodic program evaluations and assessments and updates processes, procedures, and policies as needed.
- Develops and administers the department's annual budget in accordance with applicable policies, regulations, and directives.
- Prepares narrative, statistical, technical, operational, and financial reports.

- Develops and maintains comprehensive records management systems that support information retrieval, reporting, audits, hearings, and compliance requirements.
- Maintains professional and technical knowledge through relevant training, conferences, research, and professional networks.
- Contributes to team objectives through communication, collaboration, and professional service.
- Performs other duties as assigned.

Supervisory Responsibilities

- Provides leadership and direction for assigned Tax Administration Division functions and personnel.
- Establishes performance expectations, work priorities, and accountability measures for assigned staff.
- Supports employee development through coaching, training, feedback, and performance management.
- Participates in hiring, workforce planning, employee relations, and corrective action processes within assigned authority.

Qualifications

Knowledge, Skills & Abilities

- Thorough understanding of taxation concepts, tax administration, compliance, audits, appeals, and enforcement practices.
- Understanding of tribal, federal, and state taxation laws, regulations, ordinances, and legislative requirements.
- Knowledge of tribal, federal, and state auditing standards and procedures.
- Understanding of the Pueblo's Tribal Preference and Employment Compliance Code and Business Licensing Code.
- Proficiency with electronic accounting systems, financial software, records management systems, and related business applications.
- Strong analytical, critical thinking, strategic planning, and problem-solving capabilities.
- Strong verbal and written communication skills, including the ability to explain complex legal, regulatory, and financial concepts to a variety of audiences.
- Ability to establish and maintain effective working relationships with tribal leadership, staff, businesses, contractors, taxpayers, and governmental agencies.
- Ability to manage multiple priorities, meet deadlines, and exercise sound independent judgment.
- Ability to conduct research, evaluate findings, and develop practical recommendations.
- Ability to present information effectively in public meetings, hearings, training sessions, and formal presentations.
- Experience interpreting and applying policies, regulations, ordinances, and legislative requirements.
- Experience preparing, reviewing, and analyzing technical, operational, statistical, and financial reports.
- Experience developing and administering budgets, work plans, and departmental priorities.
- Commitment to maintaining confidentiality, professional ethics, accountability, and professionalism.

Required Education & Experience

- Bachelor’s degree in Finance, Accounting, or a directly related field.
- Six years of directly related experience in taxation, accounting, finance, regulatory compliance, or a closely related field.
- Any combination of relevant education and directly related experience that provides the knowledge, skills, and abilities necessary to perform the essential functions of the position may be considered.

Preferred Education & Experience

- Management or leadership experience in taxation, accounting, finance, business licensing, auditing, or regulatory compliance.
- Experience working with tribal taxation, tribal employment preference, business licensing, or tribal governmental operations.

- Experience conducting financial or compliance audits, administrative hearings, investigations, or dispute resolution.
- Experience developing regulations, rulings, policies, procedures, or other regulatory guidance.

Licenses/Certificates

- Valid driver's license and ability to operate a Pueblo issued vehicle.
- Additional tax, audit, compliance, or business licensing certifications may be required based on departmental needs.

Equipment

- Computer
- Printer
- Copier
- Scanner
- Telephone
- Calculator
- Standard office equipment
- Pueblo issued vehicle

Software

- Microsoft Word
- Microsoft Excel
- Microsoft Outlook
- Electronic accounting and financial systems
- Tax administration systems
- Business licensing systems
- Electronic records management systems
- Department-specific software applications

Tools

- Tax research resources
- Audit and compliance review tools
- Financial analysis and reporting tools
- Records management and document tracking systems
- Budget tracking tools
- Presentation and hearing preparation resources
- Regulatory and legal reference materials

Pre-Employment Requirements

- Successfully pass a pre-employment drug screening.
- Successfully complete a background investigation, including criminal history check, sex offender registry review, Social Security trace, driving record review, civil court review if applicable, and tribal criminal history review if applicable.
- Successfully complete employment verification, education and license verification, and personal reference verification.
- Successfully complete fingerprint verification.
- Must be eligible to operate a Pueblo issued vehicle.
- Position is designated as a High-Risk Public Trust position.

Working Conditions & Physical Requirements

Work Environment. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job:

- Work is performed primarily in an office setting with a moderate noise level.
- Occasional outdoor work at property or business sites may involve exposure to natural weather conditions, dust, and mists.
- Personal protective equipment, including safety-toe footwear, safety glasses, gloves, protective face shields, or hard hats, may be required during certain site visits.
- Prolonged standing and walking may occur on uneven surfaces or unstable ground during inspections or field activities.
- Tight deadlines, multiple priorities, hearings, audits, and competing regulatory demands are common.
- Evening and weekend work may be required.

- Travel is required for training, meetings, conferences, audits, inspections, hearings, and other work-related activities.

Physical Requirements. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job with or without reasonable accommodation:

- Regular sitting, use of hands and fingers, communication, and hearing.
- Frequent standing, walking, and reaching with hands and arms.
- Occasional climbing, balancing, stooping, kneeling, crouching, crawling, tasting, or smelling.
- Ability to review detailed legal, financial, audit, licensing, and compliance records for extended periods.
- Ability to occasionally lift and/or move up to 25 pounds using appropriate safety measures.

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