



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2023-0030
TRIBAL ADMINISTRATION
FINANCE DIRECTOR**

Position Title:	Finance Director	Pay Level:	\$65,924.00 - \$98,886.00
Position Open Date:	04/01/2023 – Until Filled	Department:	Tribal Administration
Position Status:	Full-Time	Classification:	Exempt
Supervisor:	Tribal Administrator	Location:	Tribal Administration

POSITION SUMMARY:

Responsible for management, oversight and administration of the Pueblo's accounting, finance, payroll and tax functions; advises executive leadership on financial management and strategic planning; develops, modifies and enforces accounting process and procedures; and, safeguards organization's assets by implementing internal control.

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION & EXPERIENCE:

Master's Degree in accounting, finance, or a closely related field; AND ten (10) years of management-level accounting and financial management experience. At least five (5) years of Controller and or Director experience. CPA license is highly preferred.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License (Insurability Requirement)
Background Investigation

PHYSICAL DEMANDS & WORKING ENVIRONMENT:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Plans, organizes, assigns, supervises, reviews and evaluates the work of professional, technical support and operational staff as it pertains to the Finance department ; recommends selection of staff; trains staff and provides for their professional development; administers discipline as required; conducts performance evaluations
- Develops and implements goals, objectives, policies, procedures and work standards for the department; acts as a good steward of the Pueblo's fiscal resources
- Oversees and manages the daily operations of the Pueblo's accounting, finance, payroll and tax functions. Ensures timely month-end closing
- Manages cash, budgeting, compliance, internal controls, credit/collection, audits, investments, financial and strategic planning
- Advises executive leadership on financial management and strategic planning issues and initiatives. Analyzes and reviews statements, budgets, grants, contracts, and cash flow; provides data-based information for decision making purposes
- Develops short and long-term investment policies for operating cash requirements and growth
- Presents financial results to council members on quarterly basis. Makes presentations to the Tribal Council regarding departmental activities and issues
- Develops and analyzes financial reports; reviews with directors and managers on the monthly basis. Assists directors and managers in developing, modifying and monitoring program budgets
- Develops Accounting policies and procedures that adhere to Generally Accepted Accounting Principles (GAAP), relevant OMB circulars and AICPA accounting standards and pronouncements
- Establishes and maintains systems and controls which verify the integrity of all systems, processes and data.
- Assists with implementation of changes improvement of automated financial and management system for the organization
- Responsible for coordination and preparation of information needed for various audits (including but not limited to single audit)
- Develops negotiation of annual indirect cost rate proposals
- Prepares annual Tribal funds budget, reports and supplementary documentation as required. Responsible for hosting annual budget hearings
- Represents the department and the Pueblo and acts a liaison with other departments and representatives of other organizations and agencies; participates on a variety of task forces and committees; oversees the best interests of the Pueblo in the areas of service provision and resource utilization
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public
- Other duties as assigned

REQUIRED KNOWLEDGE AND SKILLS:

- Strong general ledger, accounts payable, accounts receivable, payroll, tax, and bank working knowledge
- Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Principles and practices of generally accepted accounting standards and practices, with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation

Pueblo of Jemez – Human Resources Department
PO BOX 100 Jemez Pueblo, New Mexico 87024
Phone: (575) 834-6333
Fax: (575) 834-0604
E-mail: humanresources@jemezpuablo.org

- Techniques of financial strategic planning
- Principles and practices of budget development and administration
- Principles and practices of financial, and claims auditing
- Records management principles and practices
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone
- Principles and techniques of making effective oral presentations
- Planning, organizing and administering a comprehensive financial management and reporting program.
- Planning, organizing, supervising, reviewing and evaluating the work of others
- Interpreting, applying and explaining complex federal, state and local laws related to the areas of responsibility
- Overseeing and coordinating the conduct of comprehensive financial and claims audits and studies
- Using tact, discretion and prudence in dealing with those contacted in the course of the work
- Training others in policies and procedures related to the work
- Developing and implementing goals, objectives, policies, procedures and work standards
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner
- Preparing clear and concise reports, correspondence and other written materials
- Using initiative and independent judgment within general policy guidelines
- Making effective oral presentations to large and small groups
- Strong management skills
- Meticulous attention to detail and work with a goal of accuracy
- Solid time management skills and ability to meet deadlines in a complete manner
- Ability to prioritize and handle multiple tasks simultaneously

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

Cover Letter

Professional Resume

To;

humanresources@jemezueblo.org

Or;

Pueblo of Jemez – Attention Human Resources Department

PO BOX 100

Jemez Pueblo, New Mexico 87024

Or;

Visit the Pueblo of Jemez Website – Careers

www.Jemezueblo.org