



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2024-027
FINANCE DEPARTMENT
GL ACCOUNTANT

Position Title:	GL Accountant	Pay Level:	\$21.83 – \$32.74
Position Open Date:	4/11/2024 – Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Administration
Supervisor:	Accounting Supervisor		

POSITION SUMMARY:

Under direct supervision of Accounting Supervisor, the GL Accountant is responsible for performing general ledger and related accounting functions for multiple funds, enterprises, and departments owned or administered by the Pueblo of Jemez. Maintains confidentiality of all privileged information.

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 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:

Bachelor's Degree in accounting, finance, or a closely related field; AND five (5) years of general ledger accounting; and/or direct experience in this occupation totaling seven (7) years may substitute for the required education and experience.

REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:

New Mexico Driver's License
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 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:

- Uses MIP accounting software and Microsoft Office software to maintain the general ledger and related journals in accurate and timely order.
- Maintains the company's general ledger and subsidiary ledger accounts; verify and post details of business transactions to the general ledger.
- Develops and maintains working relationships with Program Managers and Directors of assigned funds, enterprises, or departments.
- Prepares account analysis of specific accounts.
- Prepares bank reconciliation for assigned accounts.
- Prepares and executes reimbursement requests and draw requests.
- Maintains fixed asset listing and calculate depreciation and book value; record additions, deletions, and depreciation; reconcile listing to the general ledger.
- Prepares assigned balance sheet account reconciliations and follow-up on noted discrepancies.
- Assists in preparing schedules and supporting documentation for annual financial audits.
- Responsible for assigned month end closing tasks. Prepares month-end adjusting journal entries.
- Maintains professional and technical knowledge by; conducting research; attending seminars, educational workshops, classes, and conferences; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
- Contributes to a team effort and accomplishes related as required.
- Performs other duties as required by Senior Management.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Principles, practices, and terminology of general, fund and government auditing and budgeting.
- Principles and practices of both internal and external audits.
- Principles and practices of business data processing, particularly related to the processing of accounting information.
- Applicable laws regulating public fiscal operation.
- Auditing and reconciliation principles and methods.
- Principles and practices of developing teams, motivating employees, and managing in a team environment.
- 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.

Skill in:

- Analyzing, balancing reviewing, interpreting, and reconciling financial reports and transactions.
- Ensuring proper authorization and document for disbursements and other transactions.
- Preparing clear, concise, and complete work papers.
- Making accurate mathematical and statistical calculations.
- Using software applications related to accounting functions.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic, and cultural backgrounds, in person and over the telephone standards.

To apply for the position posted, please apply as follows

Send;

Pueblo of Jemez Job Application

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024