



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-086
FINANCE DEPARTMENT
GL ACCOUNTANT

Position Title:	GL Accountant	Pay Level:	\$24.00-\$36.00
Position Open Date:	11/25/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Administration
Supervisor:	Accounting Supervisor		

POSITION SUMMARY:

Responsible for analyzing financial information and preparing financial reports to determine or maintain record of assets, liabilities, profit and loss, tax liability or other financial activities within an organization for the Pueblo; performs audits of financial transactions and the production of supporting documentation for all entries.

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 four (4) 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:

- Develops, maintains, and analyzes budgets, preparing periodic reports that compare budgeted costs to actual costs.
- Maintains the company's general ledger and subsidiary ledger accounts, including posting and preparing opening, adjusting, and closing journal entries.
- Prepares financial statements including income statement, balance sheet, and statement of cash flows.
- Assists the Senior Management as needed; works on special projects as management requests.
- Performs bank reconciliations, performs account reconciliations between the general ledger and subsidiary ledger, account reconciliations between the general ledger and financial statements.
- Maintains accounts payable, accounts receivable, and payroll accounts.
- Maintains employee files and payroll records; preparing check requests and purchase requisitions.
- Posts to the accounting software program; maintains banking relations.
- Cash management including preparing wire transfers, sweep account transactions.
- Analyzes business operations, trends, costs, revenues, financial commitments, and obligations to project future revenues and expenses or to provide advice.

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:

- Planning, assigning, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Auditing a variety of internal documents, procedures and reports.
- Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
- Preparing clear, concise and complete financial reports, statements, audit reports and work papers.
- Making accurate mathematic and statistical calculations.
- Developing and implementing goals, objectives, policies, procedures and work.
- 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.
- Using software applications related to accounting functions.
- Using initiative and independent judgment within general policy guidelines.

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