



**PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2025-084
JEMEZ HEALTH & HUMAN SERVICES
VENDOR & CONTRACTING SPECIALIST**

Position Title:	Vendor & Contracting Specialist	Pay Level:	\$20.13-\$30.20
Position Open Date:	11/5/2025-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Health & Human Services
Supervisor:	Chief Financial Officer		

POSITION SUMMARY:

Responsible for monitoring of JHHS vendor relationships and transactions balances; troubleshooting of service/invoice and payment issues as needed. Assists in processes relating to establishment of new vendors and preparation of JHHS Projects. Position services as a central vendor office for all JHHS Departments; providing Administrative Assistants with regular MIP Vendor and Payables Reports to assist in the accounts payable process.

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:

High school or General Equivalency Diploma (GED); AND Two (2) years of financial office support and administrative experience. Associate's degree in Accounting in lieu of experience will be considered.

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:

- Actively coordinates with significant vendors supporting JHHS departments and projects.
- Provides information and instruction to JHHS Departments regarding current Pueblo of Jemez Procurement Policies.
- Provides routine vendor activity and transaction status reports to JHHS Administrative Assistants and JHHS Leadership (through access of MIP).
- Assists Management in opportunities to consolidate or change vendors among JHHS departments.
- Ensures consistency in vendor pricing and deliverables within JHHS.
- Develops and maintains a vendor file and proactively reviews it for payment due dates.
- Answers questions regarding JHHS or Pueblo policies and procedures relative to ongoing projects and vendor activity.
- Helps to identify and assist in efficiency opportunities within JHHS and Pueblo of Jemez Tribal Offices.
- Serves as point of contract on the JHHS Contracts Databases; assists as needed with contracts information relative to HRSA and/or AAAHX reviews and audits.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Policies and procedures of the department to which assigned.
- Financial record keeping and bookkeeping practices and techniques.
- Basic practices of reviewing financial documents for completeness and accuracy.
- Operation of common office equipment, including computer equipment.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Business arithmetic, including percentages and decimals.
- Record keeping principles and practices.
- Customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction.
- Reviewing, posting, balancing reconciling financial records.
- Maintaining accurate financial records and preparing accurate and timely reports.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate records and files.
- Making arithmetic calculations with speed and accuracy.
- Adaptability to data software applications such as Microsoft Excel and MIP.
- Operating standard office equipment, including computer equipment.
- Contributing effectively to the accomplishment of team or work unit goals, objectives activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned functions.
- Communicating effectively in oral and written forms.

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