



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-024
FINANCE
ADMINISTRATIVE ASSISTANT

Position Title:	Administrative Assistant-Finance	Pay Level:	\$18.52-\$27.78
Position Open Date:	4/10/2026-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Administration
Supervisor:	Finance Director (or Designee)		

POSITION SUMMARY:

Responsible for providing secretarial and administrative support to the Finance Department, including front desk reception, financial data entry, records maintenance, and coordination of administrative and financial processes. This position supports all Finance Department functions and assists staff in maintaining accurate, compliant, and audit-ready financial operations.

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 diploma or General Equivalency Diploma (GED); and four (4) years of administrative and office support experience. Must speak & understand the Towa language.

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-person and over the telephone.

ESSENTIAL FUNCTIONS:

- Receives and screens visitors and telephone calls; provides general information related to Finance Department services, which may require interpretation of policies and procedures; takes messages or refers visitors/callers to appropriate staff.
- Assists in the collection, review, and organization of financial and administrative information from internal and external sources; summarizes information as directed.
- Opens and sorts incoming mail, including invoices, payments, and financial correspondence; ensures proper documentation is attached and distributes to appropriate staff in a timely manner.
- Composes drafts and prepares a variety of documents, including financial correspondence, reports and spreadsheets from notes or instructions; inputs and retrieves data using financial and office software systems.
- Assists with preparation and processing of financial documents such as purchase orders, check requests, invoices, and related records in accordance with established procedures and internal controls.
- Performs accurate and timely data entry into financial systems, ensuring completeness and proper coding consistent with accounting standards and departmental procedures.
- Maintains and updates financial logs, spreadsheets, and tracking systems to support Accounts Payable, Accounts Receivable, payroll, grants, and other finance functions.
- Reviews financial and administrative documents for completeness, accuracy, and compliance with applicable policies, procedures, and audit requirements; identifies discrepancies and routes for correction.
- Organizes and maintains financial and administrative filing systems, both electronic and hard copy, ensuring documentation is complete, properly labeled, and readily accessible for audit and compliance review.
- Supports audit and compliance activities by gathering documentation, maintaining audit trails, and ensuring records meet retention and regulatory requirements.
- Assists with monitoring adherence to internal controls and established financial procedures; reports inconsistencies or issues to supervisory staff.
- Supports routine financial system maintenance, including organizing digital files, verifying data integrity, and assisting with system updates or process improvements as directed.
- Provides administrative and clerical support across all Finance Department functions, including Accounts Payable, Accounts Receivable, payroll, budgeting, and grants, as assigned.

- Follows up on assignments and financial processes as directed; communicate status updates and ensures timely completion of tasks.
- Schedules and coordinates meetings; organizes workload; demonstrates accountability by setting priorities and meeting deadlines.
- Contributes to the efficiency and integrity of Finance Department operations by recommending and assisting in the implementation of improved administrative, financial, and internal control procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all interactions with staff, vendors, auditors, and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Towa Language
- Standard office administrative and secretarial practices and procedures including filing and business letter writing.
- Operation of standard office equipment including computers, printers & fax machines.
- Policies & procedures related to the unit to which assigned.
- Correct English usage including spelling, grammar, punctuation and vocabulary.
- Business arithmetic including percentages and decimals.
- Record keeping principles and practices.
- Proper customer service and public relations methods and practices.
- Computer applications related to assigned duties and activities.
- Techniques for dealing with individuals from various socio-economic, ethnic and cultural backgrounds, in-person and over the telephone.

Skill in:

- Providing varied secretarial and office administrative assistance to management, administrative and professional staff.
- Organizing work, setting priorities, meeting critical deadlines and following up on assignments with a minimum of direction and oversight.
- Using tact, discretion, initiative and independent judgement within established guidelines.
- Composing correspondence independently or from brief instructions.
- Organizing and maintaining accurate files and records.
- Making arithmetic calculations with speed and accuracy.
- Operating standard office equipment including computers, printers, fax machines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Providing customer services in the most cost effective and efficient manner.
- Using software applications related to assigned duties and functions.
- Ability to communicate effectively, orally and in written form.

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