



PUEBLO OF JEMEZ
JOB ANNOUNCEMENT
2026-038
TRIBAL ADMINISTRATION
FINANCE
GRANT ACCOUNTANT

Position Title:	Grant Accountant	Pay Level:	\$35.88-\$53.82
Position Open Date:	5/20/2026-Until Filled	Classification:	Non-Exempt
Position Status:	Full-Time	Location:	Tribal Administration
Supervisor:	Finance Director		

POSITION SUMMARY:

Under general supervision, the Grant Accountant performs grant, contract, and general ledger accounting functions supporting multiple funds, departments, and programs. This position maintains complete and accurate grant and accounting records, supports reimbursement/drawdown and reporting requirements, assists with month-end close activities and reconciliations, and supports annual financial and single audit requests. Maintains confidentiality of 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, plus four (4) years of professional accounting experience (general ledger, reconciliations, journal entries, month-end close.)
A combination of education and directly related experience may be considered in lieu of the degree.

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 over the telephone and in person.

ESSENTIAL FUNCTIONS:

- Maintains accurate fund and grant logs (e.g., budgets, award status, and key reporting dates) in Excel or other approved tools; update at least monthly.
- Maintain complete grants and contracts files in both physical and electronic systems, including award documents, budgets amendments, correspondence, reimbursement support, and closeout documentation.
- Prepare and distribute routine expenditure and budget-to-actual reports for program managers and leadership; analyze variances and provide clear explanations and recommendations.
- Communicate with program managers and staff regarding unusual, unallowable, or improperly coded transactions; provide guidance consistent with Pueblo policies and grant/contract requirements.
- Prepare, process, and submit cost reimbursement requests, draw requests, and supporting documentations; ensure submissions are accurate, complete and timely.
- Prepare required grant financial reports (e.g., Federal Financial Report/Form 425 when applicable) and other periodic or special reports; support successful grant/contract closeout.
- Use MIP accounting software and Microsoft Office to maintain the general ledger and related journals in accurate and timely order for assigned funds/programs; verify documentation and coding and post approved transactions.
- Perform account analysis and reconciliations, including sub-ledger tie-outs; research discrepancies and prepare supporting documentation and corrective actions.
- Prepare bank reconciliations and assigned balance sheet account reconciliations; investigate and resolve reconciling items; maintain organized reconciliation workpapers.
- Prepare and post month-end adjusting and accrual journal entries in accordance with established procedures and timelines.
- Maintain fixed asset listings and depreciation schedules as assigned; record additions, deletions, and depreciation; reconcile fixed assets to the general ledger.
- Support month-end, quarter-end, and year-end close processes and provide schedules supporting monthly, quarterly, and annual financial statements.
- Assists with annual financial audit and single audit preparation by compiling schedules, workpapers, and supporting documentation and responding to auditor requests.
- Identify opportunities for process improvement and internal control enhancements related to grants, contracts, reconciliations, and general ledger functions; assist with implementing approved improvements.

- Provide professional customer service and general office support as needed; perform other related duties as assigned; represent the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

REQUIRED KNOWLEDGE AND SKILLS:

Knowledge of:

- Experience supporting grant/contract accounting such as budget-to-actual tracking, allowable cost review, documentation standards, and reimbursement/drawdown support.
- 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 generally accepted accounting (GAAP) standards and practices, with an emphasis on governmental and fund accounting, including methods of financial reporting and financial statement preparation.
- Knowledge of cost principles, allowable costs, and audit requirements.
- Principles and practices of budget development and administration and creating detailed financial reports.
- 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.

Skill in:

- 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.
- 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.
- Ability to analyze complex data, reconcile accounts, and solve problems.
- Meticulous attention to detail and work with a goal of accuracy.
- Solid time management skills and ability to meet deadlines 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

To;

humanresources@jemezpueblo.org

Or;

Pueblo of Jemez-Attention Human Resources Department

PO Box 100

Jemez Pueblo, NM 87024

