JOB ANNOUNCEMENT
2023-021

POSITION TITLE: Staff Accountant
CLASSIFICATION: Full-Time, Non-Exempt, Regular/Permanent
DEPARTMENT: Finance
SUPERVISOR: Finance Director
SALARY RANGE: $20.00 – $25.00/hrly. DOE
OPENING DATE: August 14, 2023

Position Summary:
Under the direct supervision of the Finance Director, the incumbent will be responsible for ensuring that the operations run smoothly and meet the needs, expectations, and deadlines of the staff and funders. Ensuring fiscal policies and procedures are adhered to, and working with the finance staff and leadership to improve financial systems to enhance the organizational efficiency. Incumbent will be responsible for performing a variety of accounting duties that include maintenance, analysis, and interpretation of financial data, day-to-day accounting such as grants and contracts, preparing budget, journal entries, reconciling accounts, presentation of financial information, reviewing payroll data, vouchers, and invoices. The incumbent will work cooperatively with employees, managers, outside agencies, leadership and must maintain professionalism and confidentiality at all times.

Minimum Qualifications:
- Associate Degree in Finance, Accounting, or related field plus four year of work experience in accounting or equivalent combinations of education and experience.
- Ability to pass a criminal background check with no prior convictions of any felonies.
- Ability to pass a pre-employment drug screening.
- Must have a valid Driver’s License.

Preferred Qualifications:
- Ability to speak the Keres Language
- Bachelor’s Degree in finance or related field
- Experience work with QuickBooks and/MIPAbila software

Essential Duties & Responsibilities:
- Maintains and reconciles accounts and makes correction as necessary.
- Tracks and reports revenue and expenditures.
- Prepares departmental or grant budgets and cost reports and does variance analysis.
- Prepares and processes travel documents and is the point of contact to resolve any concerns during travel.
• Prepare grant billing for processing, enter invoices into the system, reconcile general ledger activity to billings, and assist with monitoring the spending for the grant(s).
• Responsible for the month-end process such as preparing month-end journal entries according to the month-end checklist, assisting with review and research during the financial review, generating financial statement packages, serving as a liaison with staff on general accounting requests, and assisting with the budget process.
• Reviews expense and accounting documents for accuracy, appropriate signatures for approval, and ensures transactions are charged to the correct accounts.
• Reviews payroll expenses and ensures labor costs are charged to the correct accounts.
• Reviews and reconciles procurement and purchases.
• Reviews payments, post receipts, and provides back-up.
• Verifies, allocates and posts details of transactions to subsidiary accounts in journals or files from documents.
• Ensures accurate data entry and maintains accurate financial records.
• Ensures program budgets and expenditures comply with fiscal accountability and reporting which includes local, state, federal, private, tribal contracts and grants.
• Creates special check requests and runs special checks.
• Develops and prepares specialized reports as requested.
• Assist with the annual audit.
• Audit petty cash.
• Guides accounting staff.
• Required to drive.
• Performs other duties as assigned.

Knowledge, Abilities, Skills, and Certifications:
• Knowledge of traditional forms of government and Pueblo customs and traditions
• Knowledge of the functions and structure of Cochiti Pueblo.
• Knowledge of department organizations, functions, and policies and procedures.
• Knowledge of applicable tribal, state, federal laws, regulations, and requirements.
• Knowledge of GAAP and systems of internal controls.
• Knowledge of records management and accounting procedures.
• Knowledge of payroll processes and procedures to reconcile sub-ledger issues.
• Knowledge of accounts payable and purchasing process and procedures to reconcile sub-ledger issues.
• Ability to maintain a high level of confidentiality.
• Ability to represent Pueblo de Cochiti professionally.
• Ability to work independently with minimal supervision and exercise independent judgment.
• Ability to handle multiple tasks and solve problems.
• Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds as well as co-workers.
• Ability to demonstrate moral character, honesty, tact, and fairness.
• Ability to work with various schedules and extended work hours.
• Ability to communicate effectively both verbally and in writing.
• Ability to analyze and review accounting forms for accuracy before processing.
• Skill in operating Microsoft Suite, Quick Books, and MIP (Abilia Accounting System).
Physical Demands:
The physical demands described here are representative of those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands, stoop, kneel, crawl, and have manual dexterity. The employee must be able to lift and/or move up to 25 pounds.

Work Environment:
The work is generally performed in an indoor setting with a moderate noise level and a moderate to high-stress level. Evening and weekend work hours may be required.

CLOSING DATE:  Open Until Filled

TO APPLY:
Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m. Please contact our office at (505) 629-4284 for more information.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members