



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: FEMA Accountant

SALARY RANGE: \$41,600 - \$52,000 annually, DOE

DEPARTMENT: Finance

POSITION STATUS: Full-Time Exempt

SUPERVISOR: Chief Financial Officer

JOB POSTING ID: IDC-0002

Open until filled; for best consideration, apply by 8/11/2017

Santo Domingo Tribe exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, or national origin, except where required by bona fide business necessity.

BASIC PURPOSE:

Incumbent is responsible for professional level accounting work related to non-housing related FEMA projects within the Pueblo; apply principles of accounting to analyze financial information and prepare financial reports for the non-housing FEMA projects and funding. FEMA funding is high profile funding that needs to be managed per all applicable federal, state and tribal policies, procedures and requirements. In order to meet all the FEMA funding requirements, the FEMA Accountant will have the following responsibilities:

ESSENTIAL FUNCTIONS:

- Facilitate availability, supervision, training and development of Accounting Staff.
- Establish, maintain, and coordinate the implementation of Santo Domingo Pueblo accounting and accounting control procedures for FEMA Funds.
- Maintain separate non-interest bearing bank account(s) for FEMA funds; establish and implement procedures to prevent any co-mingling of FEMA funds with other Pueblo funds.
- Complete Reconciliation and audits of Tribal bank accounts related to the FEMA projects.
- Determine necessary monthly journal entries and maintains transactions in the General Ledger.
- Prepares Balance Sheet account reconciliation and supporting schedules for month end closings and quarterly reports.
- Assist in the preparation of monthly Financial Statements for the FEMA Project Manager.
- Prepares monthly budget analysis reports.
- Keeps track of balances of FEMA bank account(s) and initiates permissible transfers as needed.
- Tracks expired checks.
- Supervise bookkeeping and maintenance of financial records, including without limitation, receipts and other documentation needed to comply with FEMA grant requirements.
- Maintains full general ledger and financial reporting, which may be required by the state and FEMA.
- Records and maintains records of bank wires and deposits.
- Assists other finance sub-departments as directed and related to the FEMA funding.
- Assists with additional FEMA related analysis as needed.
- Assists Auditors as needed.
- Assists with additional financial projects assigned by the FEMA Project Manager, Audit Task Force and Tribal Council.
- Explain billing invoices and accounting policies to staff, vendors and clients.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Pueblo employees must operate in an ethical manner by following all Santo Domingo Pueblo policies and procedures relating to cash transactions, handling, tracking of funding sources, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Customer Service / Client Orientation:** All Santo Domingo Pueblo employees must be able to develop a clear understanding of both internal and external customers' needs and goals while maintaining clear communication with customer regarding meeting their expectations. Must follow through and respond to customers' requests and inform them of action taken in a courteous, professional manner.
- **Teamwork:** All Santo Domingo Pueblo employees must be competent in working effectively with division members and members of other divisions to resolve common issues or problems as well as listening and seeking others' perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.
- **Goal and Task Management:** Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.
- **Collect and Organize Information:** Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.
- **Planning and Evaluation:** Incumbents in this job need to be able to manage multiple projects, coordinate with respect to outcomes and objectives, create and follow a set path in order to achieve a goal, and to determine the effectiveness of a given plan and make changes as need dictates.
- **Manage Resources:** Incumbents in this job have to appropriately allocate a variety of resources that may include personnel, vendors, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.
- **Accounting:** Incumbents in this job have to possess advanced knowledge of accounting principles and practices. Ability to analyze financial data and prepare financial reports, statements and projections. Knowledge of finance, accounting, budgeting, monthly reconciliation process for trial balance accounts, and cost control principles including Generally Accepted Accounting Principles and General Auditing Standards.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in accounting or related field required; AND 3 years' experience in accounting/bookkeeping.
- Extended working hours, including weekends, may be required.
- Recommended to have knowledge and experience in working with federal and state funding requirements.
- Possesses administrative skills and background knowledge regarding federal, state, and non-profit entities
- Must possess excellent written and verbal communication skills.
- Must be able to satisfactorily pass a background check.
- Valid New Mexico driver's license with ability to meet Santo Domingo Tribe liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us
 - Subject line: **FEMA Accountant Application – [Your Name]**
- By mail: Santo Domingo Tribe Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 465-2043 attn: Human Resources
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Tribe Employment Application
- Resume
- Cover Letter