



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Staff Accountant

SALARY RANGE: \$16.21-21.07 hourly, DOE

DEPARTMENT: Accounting

POSITION STATUS: FT Non-exempt

SUPERVISOR: Chief Financial Officer

JOB POSTING ID: IDC-0017

Apply by 9/17/2017 for best consideration

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 paraprofessional technical level Accounting work in the maintenance, analysis, interpretation and management of Santo Domingo Tribe financial accounting data. This includes the preparation and posting of various journals, ledgers and accounts, analysis and presentation of financial data, and preparation of financial statements and expenditure reports, review and approval of various vouchers and invoices for payment, reviewing payroll data, allocation of funds to various accounts or functions, and other similar activities. Incumbent will support various aspects of the financial cycle including, but not limited to, working with grants, assisting in various audits, and monitoring various metrics of the business to aide in daily operational decisions.

ESSENTIAL FUNCTIONS:

- Record monthly revenues, expenses and activity for Santo Domingo Tribe.
- Perform monthly reconciliations, record daily cash activity, prepare, review and analyze monthly financial statements.
- Assist in the month end, quarter-end and year-end closing processes, ensuring transactions are in accordance with GAAP and internal policies and procedures are followed and communicate exceptions to management.
- Analyze and interpret statistical and accounting information in order to appraise operating results in terms of profitability, trends and other matters impacting the effectiveness of the operations.
- Prepare weekly cash flow analysis for the Accounting Manager and prepares weekly check run listing for review and approval by the Accounting Manager in a timely manner.
- Perform monthly bank reconciliations of all bank accounts.
- Assist Accounting Manager in preparation for all outside audits including regulatory and outside fiscal year-end audit.
- Attend and satisfactorily complete required training as directed by supervisor.
- Other duties as assigned.

REQUIRED COMPETENCIES

- **Integrity / Honesty:** All Santo Domingo Tribe employees must operate in an ethical manner by following all Santo Domingo Tribe policies and procedures relating to cash transactions, handling, tracking of budgets/grants, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.
- **Teamwork:** All Santo Domingo Tribe 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.
- **Accounting:** Incumbents in this job have to possess general knowledge of accounting principles and practices, financial markets, banking, and analysis and reporting of financial data.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in Finance, Business or Accounting AND 3 years' experience in accounting/bookkeeping or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- Must be able to satisfactorily pass a background check.
- Strong interpersonal, oral and written communication skills required.
- Intermediate Microsoft Excel skills required - ability to create formulas (including V-lookups a plus)
- 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: **Staff 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
- Cover Letter
- Resume