



Human Resources Department Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: Accounting Supervisor

SALARY RANGE: \$48,000-\$62,000 DOE

DEPARTMENT: Accounting

POSITION STATUS: FT exempt

SUPERVISOR: Sharon Ulibarri

JOB POSTING ID: IDC-2019.5.30

Open until filled

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 intermediate 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 grants, 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 is responsible for scheduling, performance management, and training of subordinates.

TYPICAL FUNCTIONS:

- Facilitate availability, supervision, training and development of Accounting Staff.
- 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.
- Ensure check runs are completed & mailed timely to avoid late fees.
- Ensure accuracy and timely submission of payroll transmissions.
- Perform monthly bank reconciliations of all bank accounts.
- Assist Accounting Manager in closing monthly financial statements.
- Identify and solve invoice/payment issues for Accounts Payable vendors.
- Verify accuracy of entry of all invoices, ensuring the necessary backup is attached prior to updating to Abila.
- Assist Accounting Manager in preparation for all outside audits including regulatory and outside fiscal year end audit.
- File all assigned taxes/fees in accordance with state and federal regulations.
- Maintains 1099 vendor's records and accurately files and mails 1099s at year-end to the federal and state governments and vendors.
- Ensure W-2s are issued to all employees.
- Mentor and coach subordinates to assist in developing goals and skill sets.
- 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 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 Tribe employees must be able to develop a clear understanding of 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 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.

- **Manage Resources**

Incumbents in this job have to appropriately allocate a variety of resources that may include personnel, materials, money, facilities, and equipment. Requires the ability to assess needs and track progress.

- **Accounting**

Incumbents in this job have to possess intermediate knowledge of accounting principles and practices, financial markets, banking, and analysis and reporting of financial data.

MINIMUM QUALIFICATIONS:

- Bachelor's Degree in accounting or related field **AND** 2 years' experience in accounting/bookkeeping where 1 year is in a supervisory capacity; or an equivalent combination of education and experience.
- Extended working hours, including weekends, may be required.
- 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: **Accounting Supervisor 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