



## Human Resources Department Pueblo of Santo Domingo

### **JOB ANNOUNCEMENT**

**POSITION TITLE:** Accounting Tech

**SALARY RANGE:** \$11.54 - \$17.31 Hourly

**DEPARTMENT:** Accounting

**POSITION STATUS:** Full Time Non-Exempt

**SUPERVISOR:** Sharon Ulibarri

**JOB POSTING ID:** IDC 092320

**Closing Date:** 9/30/2020

*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 maintenance of Grant files, preparation of the weekly deposit, sending out all outgoing mail, along with sending out monthly, quarterly, annual reports for all Grants, allocation of funds to various accounts or functions, and other similar activities.

#### **TYPICAL FUNCTIONS:**

- Maintains files, including filing of general ledger journal vouchers, 638 contract documentation, and other miscellaneous filings.
- Prepare and maintenance all incoming/closing Grant files
- Types a variety of documents, reports, and records.
- Prepare weekly cash deposits for review and approval by the Accounting Supervisor and/or CFO in a timely manner.
- Assist in preparing all incoming/outgoing mail for the Grants & Contracts.
- Assist Lead Grant Accountant in preparation for all outside audits including regulatory and outside fiscal year end audit.
- Assumes responsibility for establishing effective communication and coordination with Pueblo personnel.
- Assists Accounting Department personnel.
- Keeps management informed of area activities and of any significant problems.
- Attends and participates in meetings as required.
- Maintain professional hygiene and appearance.
- 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, 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.

- **Oral Communication**

Incumbents in this position must have the ability to communicate ideas, thoughts, and facts verbally. Must be able to speak using correct grammar, appropriate body language, proper tone and inflection, recognizing non-verbal cues, and respecting the audience to effectively communicate ideas.

- **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.

**MINIMUM QUALIFICATIONS:**

- High School Diploma, or equivalent, required. **AND** 2 years clerical experience; or an equivalent combination of education and experience.
- Extended working hours, including evenings, weekends, and holidays may be required.
- Must possess a valid driver's license and be insurable through the Santo Domingo Tribe's liability plan.
- Must be able to satisfactorily pass a background check.

**HOW TO APPLY**

Please submit complete application packet.

- By email: SDTHumanResources@kewa-nsn.us, subject line: **Accounting Tech 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