



PUEBLO DE SAN ILDEFONSO
Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

POSITION: Accounting Clerk
SALARY: DOE
FLSA STATUS: Non-Exempt

LOCATION: San Ildefonso Pueblo
REPORTS TO: Assistant Controller

Job Summary

Under supervision of the Assistant Controller, provides assistance and support for the Accounting Division of the Finance Department. Performs a variety of clerical and accounting functions including bank deposits, records maintenance and filing, accounting forms preparation, payment voucher and check preparation, credit card purchase requests; direct interaction with the community, vendors and other tribal departments.

Supervision and Guidelines

Work performed is under the supervision of the Assistant Controller. Guidelines include Generally Accepted Accounting Principles, applicable laws, rules and federal regulations. Other guidelines include Pueblo de San Ildefonso policies and procedures and supervisory and administrative instructions and directives.

Essential Functions

Purchasing

- Processes purchase orders and ensures matching of purchase requests, receiving reports and invoices to batch for payment.
- Keeps files of accounts payable vendors, contractors and other payees and ensures accuracy.
- Sets up contract folders and maintains files.
- Working with the programs, monitor all Pueblo purchase requests by month and facilitate the liquidation and closing of all completed encumbrances at month-end close.

Accounts Payable

- Reviews all purchase requisitions/check requests for accuracy and completion.
- Initiates and prepares check requests for payment of recurring billings such as utilities and cell phones.
- Promotes timely payments to vendors and keeps accurate records of current vendor files.
- Assists in the reconciliation of credit card charges and gas account transactions.
- Creates check disbursements based on internal controls and matching of documents.

Created 1/2004

Revised 8/20/2014, 12/17/2019, 6/28/2023

Approved Controller, Therese Baca, Tribal Administrator, John Gonzales, Human Resources Manager, Diane Jones

- Collect and maintain W-9 data for existing and new vendors
- Prepare data for annual Form 1099-Misc mailing to vendors

Other Duties

- Ensures that timesheets and leave records are accurately filed and available for audit or other reference.
- Assists in information gathering for preparation of budget reports.
- Assists in completion of the monthly and quarterly financial reports and the annual audit.
- Assists in making and answering telephones, routes calls, takes messages and greets visitors.
- Date stamps all incoming correspondence and routines correspondence (mail, leave requests, timesheets, purchase requests and travel requests).
- Collects cash receipts and deposits into bank account. Validate that an entry is made in Accounting system for each deposit at the bank.
- Provides a monthly listing of all cash receipts to be reconciled by the General Ledger Accountant for deposits to the tribe's bank.
- Serves as back-up and provide assistance to the General Ledger Accountant.
- Assists in reconciliations, keying and/or organizing tasks identified internally.
- Assists with annual audit
- Prepares Accounting Department purchase requests/check requests for department use.
- Prepares tax-exemption certificates
- Performs other duties as assigned

Work Environment

Work performed in an office setting. Some local travel required.

Minimum Qualifications

High School Graduate or equivalent. Prior job experience in related field preferred. Knowledge of operating a 10-Key calculator, computer keyboard and laser printer. Able to acquire skills in MIP and Microix to run accounting in an automated environment. Excellent attention to detail and strong organizational skills. Ability to accurately keep records and accounts. Ability to understand and follow written and oral instructions and to express ideas both orally and in writing. Ability to interact professionally with employees, vendors and the general public, maintain a customer service attitude; in person and via phone and email and be willing to work independently with minimal supervision and work well in a team environment. Must possess a valid New Mexico driver license and be insurable under the Pueblo's automobile policy. Pass a pre-employment drug screening and background investigation.

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