



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

JOB VACANCY ANNOUNCEMENT
Re-Advertisement

December 20, 2022

The Administration currently has an Accounting Clerk position available.

ACCOUNTING CLERK: Under general supervision of the 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.

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 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.

The Pueblo de San Ildefonso is an Equal Opportunity Employer. Preference is given to qualified Native Americans.

APPLICATION: A job description and application are available in the Human Resources office. Applications are also available at www.sanipueblo.org/jobs. Submit your resume and an application to the Human Resources office; by e-mail to karquero@sanipueblo.org or by fax to (505) 455-4149. Call (505) 455-4155 with questions about this position.

DEADLINE FOR APPLYING: March 8, 2021