



PUEBLO DE SAN ILDEFONSO

Human Resources Department
02 Tunyo Po
Santa Fe, NM 87506

JOB VACANCY ANNOUNCEMENT

December 20, 2021

The Administration currently has a Controller position available.

SCOPE OF WORK: Assists and supports the Governor by providing overall direction, management, departmental and general financial planning and oversight of all Tribal financial matters. Under limited supervision, is responsible for operation of the Pueblo's Accounting Department and designation of accounting duties and directives. Provides hands - on service through the use of a fund accounting system to ensure proper maintenance of accounting records and reports. Provides budget, expenditure and financial information to the Governor and other designated leadership and management. Supervises periodic audits of pueblo accounts. Trains and guides management on the maintenance and understanding of budget process.

MINIMUM QUALIFICATIONS: Bachelor's degree in related field required. Certified Public Accountant preferred. Minimum of six years experience in the accounting or financial management field with an emphasis on governmental or tribal governmental accounting, or a Masters Degree in Accounting with emphasis on data interpretation and analysis, and 3 years in progressively responsible upper financial management work with emphasis on government or tribal governmental accounting, or an equivalent combination of education and experience. Knowledge of Generally Accepted Accounting Procedures, Public Law 93- 638, 2 CFR Part 200 and various other regulations affecting the management and operation of grants and contracts. Up to date on current financial legislation changes. Knowledge of investments, retirement plan administration and retail business reporting preferred. Excellent verbal and written communication skills. Strong working knowledge of computers including MS Office software with emphasis on fund accounting systems and software, particularly Abila MIP and Microix software products. Ability to perform quality work under pressure, meets deadlines, and maintains confidentiality.

Possession of a valid driver's license. Must be insurable under the Pueblo de San Ildefonso vehicle insurance policy. A favorable background investigation is required.

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

APPLICATION: A Position Description and Employment Application are available in the Human Resources office. Downloadable application is available at: www.sanipueblo.org. Submit resume and employment application in person, via e-mail to karquero@sanipueblo.org or by fax to (505) 455-4149. Call (505) 455-4155 for additional about this position.

DEADLINE FOR APPLYING: Open Until Filled