



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

JOB VACANCY ANNOUNCEMENT

**Excellent Career and Benefits Opportunities
Come and Join our Team!**

Paid Time Off (PTO)	Holiday Pay	Life, STD, LTD & AD&D Insurance
Health Insurance	Dental	Vision
On-The-Job Training	Skills Development	Employee Assistance Program

Employment Opportunity: The Pueblo de San Ildefonso is seeking qualified individuals for the following position:

ASSISTANT CONTROLLER: Works under general supervision of the Controller. Performs a variety of accounting functions including but not limited to; month end close, general ledger and account reconciliations, reporting, revenue analysis, prepares fixed asset capitalization and depreciation, reviews and reconciles payroll processes; 401k, 941's, benefit payments; Assists in the planning and preparation for the annual financial audit; Provides direction to accounting staff in the day-to-day operations, to ensure proper and accurate financial management and reporting. BA in related field required & minimum of 6 yrs. experience in the accounting or financial management field, with an emphasis on governmental accounting. CPA or CGFM accreditation a plus.

MINIMUM QUALIFICATIONS: Bachelor's degree in related field required. Minimum of (6) six years experience in the accounting or financial management field, with an emphasis on governmental accounting. Knowledge of fund accounting systems and software, particularly Abila Micro Information Products (MIP). Ability to use computer technology such as MS Office (Word, Excel, Access, Publisher, PowerPoint), word processing and spreadsheets, as well as Internet and e-mail. Ability to understand and follow written and oral instructions. Ability to perform quality work under pressure, meet deadlines, and maintain confidentiality. (3) three years supervisory experience. Ability to work independently, with little or no supervision Possession of a valid NM driver's license and 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: Applications are available in the Human Resources Office or online at www.sanipueblo.org/jobs. Submit your resume and an application to the Human Resources Office, you can drop off in person or e-mail to karquero@sanipueblo.org. You can call (505) 455-4155 with questions about this position.

DEADLINE FOR APPLYING: Open Until Filled