



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

POSITION DESCRIPTION

POSITION: General Ledger Accountant
SALARY: DOE

LOCATION: San Ildefonso Pueblo
REPORTS TO: Assistant Controller

POSITION SUMMARY: Responsible for preparation of general ledger entries and bank account reconciliations, preparation of monthly, quarterly and annual financial statements and annual budgets. Must have ability to understand and follow written and oral instructions. Must have ability to understand and express ideas both orally and in writing. Ability to work independently and cooperatively. Ability to use Pueblo's accounting system.

DUTIES AND RESPONSIBILITIES:

- Reconcile all bank accounts to general ledger cash monthly for the Pueblo.
- Reconcile other general ledger accounts monthly.
- Assist with closing general ledger monthly.
- Responsible to prepare monthly, quarterly and annual financial statements using the Pueblo's defined reporting package and closing schedule.
- Provide revenue as well as expenditure and budget reports to Tribal Council, Governor, and Program Directors on a monthly and quarterly basis.
- Assist in the payroll process and reporting taxes to appropriate entities, and payments for Health Benefits and 401(k) Plan.
- Monitor daily business transactions with Enterprises for timely processing.
- Monitor daily cash receipts to ensure accurate and timely recording into bank and the General Ledger.
- Assist in gathering, entering and updating information for annual program budgets.
- Assist in preparing for annual audits.
- Participates on the Pueblo's internal training team as part of the train-the-trainer program.
- Other related duties, as assigned.

QUALIFICATIONS:

- Completion of college level accounting courses, preferably to include governmental accounting.
- Or, substantial work or experience in accounting with at least three years of job experience in an accounting environment, to include payroll and related taxes, general ledger account reconciliations, monthly general ledger closing and financial statement preparation.
- Must have effective writing abilities and be able to work with MS Word and Excel.
- Experience in MIP accounting software.
- Possess a valid NM driver's license and be insurable under the Pueblo's automobile policy.