



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

**POSITION DESCRIPTION  
(A Confidential Employee)**

**POSITION:** Assistant Controller  
**SALARY:** DOE  
**FLSA Status:** Exempt

**LOCATION:** San Ildefonso Pueblo  
**REPORTS TO:** Controller

Job Summary:

Under general supervision of the Controller, Assistant Controller performs a variety of accounting functions including, but not limited to, cash management, general ledger, account reconciliations, fixed asset capitalization, monthly financial close and reporting, and annual audits and budgets. In the absence of the Controller, and as designated, is responsible for oversight of the Pueblo's Accounting Department.

Supervision and Guidelines:

Work performed is under the supervision of the 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. Position may supervise the Payroll Clerk, General Ledger Accountant and Accounting Clerk.

Essential Functions:

Monitors the tribal bank account balances daily, or as needed, to assure that sufficient funds are available for the operation of San Ildefonso activities.

Reconciles General Ledger accounts on a monthly basis.

Monitors outstanding purchase orders in conjunction with Program Directors.

At monthly and yearly fiscal closings, prepares and posts indirect costs to appropriate programs as per the Indirect Cost Allocation Plan.

Reviews and reconciles the payroll process, including tax reporting to the appropriate entities and payments for the Health Benefit and 401(K) retirement plan.

Assists in gathering information for annual program budgets.

Reconciles all investment accounts and prepares quarterly investment performance reports for management.

Creates revenue reports for management on a quarterly basis or as requested.

Assists in preparation of quarterly financial reports for Tribal Council.

Assists in the maintenance of an effective internal control environment to properly account for all Tribal/program funds.

Prepares fixed asset capitalization and depreciation.

Assists in planning and preparation for the annual financial audit.

Assists Accounting staff in their day-to-day operations in order to ensure proper and accurate financial management and reporting.

Provides supervision of Accounting Department staff as designated.

Assist in the application and/or revision of the Accounting Policy and Procedure Manual.

Other duties as assigned.

Work Environment:

Work performed in an office setting. Some in-state and out-of-state travel required.

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. CPA or CGFM accreditation is a plus. 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 and maintain eligibility for insurance. A favorable background investigation is required.