



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 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.
- Collaborate with internal departments to gather, analyze, and interpret relevant financial information.
- Perform audits on financial data to assure its accuracy and truthfulness.
- Ensure that financial information complies with professional and regulatory standards.
- Align general ledger accounting practices to support budgeting and forecasting.
- Enter financial data such as accruals, deferrals, reclassifications, and interdepartmental entries into the ledger on a monthly basis, as well as preparing reports.
- Perform account analysis to ensure that journal entries and balances are correct.
- Keep abreast of regulatory requirements and best practices in accounting.

QUALIFICATIONS:

- Bachelor's or associate's degree in accounting, or in a related specialization or 4 years of relevant experience.
- Minimum 2 years experience as a General Ledger Accountant.
- Must have effective writing abilities and be able to work with MS Word and Excel.
- Proficiency in accounting and business management software, MIP and Microix accounting software preferred.
- Must have effective writing abilities and be able to work with MS Word and Excel.
- Possess a valid NM driver's license and be insurable under the Pueblo's automobile policy.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee: _____

Date _____

Signatures

This job description has been approved by all levels of management:

Governor: _____

Date: 6/2/2023

Tribal Administrator: _____

Date: 5/31/2023

Dept. Director: _____

Date: 5/31/2023

HR: _____

Date: 5/31/2023