



**PUEBLO OF JEMEZ  
JOB ANNOUNCEMENT  
2023-0055  
FINANCE DEPARTMENT  
ACCOUNTING SUPERVISOR**

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**Position Title:** Accounting Supervisor

**Pay Level:** \$29.03-\$43.54

**Position Open Date:** 10/3/2023 -Until Filled

**Classification:** Exempt

**Position Status:** Full-Time

**Location:** Tribal Administration

**Supervisor:** Director of Finance

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**POSTION SUMMARY:**

Reporting to the Finance Director, the Accounting Supervisor is responsible for the day-to-day operations of the AP, PR, Travel & Procurement sub-ledger group (supervise 3-4 staff).

This job description indicates, in general, the nature and levels of work, knowledge, skills, and other essential functions expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties required.

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

**EDUCATION & EXPERIENCE:**

Bachelor's Degree in accounting, finance, or a closely related field; AND four (4) years of professional-level accounting or finance experience.

**REQUIRED CERTIFICATES, LICENSES TRAININGS, AND REGISTRATIONS:**

New Mexico Driver's License  
Background Investigation

**PHYSICAL DEMANDS & WORKING ENVIRONMENT:**

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility to work in a typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength and agility to lift and carry up to 20 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone and in person.

**ESSENTIAL FUNCTIONS:**

- Plans, organizes, assigns, supervises, reviews and evaluates the work of technical support and operational staff; recommends selection of staff; trains staff and provides for their professional development.
- Develops and implements goals, objectives, policies, procedures and work standards for assigned function.
- Perform monthly, quarterly, and year-end close activities
- Manage the accuracy and productivity of the day-to-day activities of Accounts Payable.
- Prepare balance sheet reconciliations for review with Director of Finance
- Manage the entire payroll process in MIP. Manage 401(k) administration
- Prepare payroll & benefits related journal entries
- Review and approve purchase orders
- Serve as backup corporate card program administrator.
- Analyzes and interprets accounting records to assist Pueblo staff with the development, modification, and oversight of program revenue, draw downs and budgets.
- Maintains financial security by adhering to internal controls and identifying system improvements.
- Prepare information for annual single audit (PBC list) in timely manner.
- Serves as backup for all overseen functions: Payroll, Accounts Payable, Procurement, and Travel
- Serves as backup point of contact for Liability Insurance; reviews, submits, and oversees all liability insurance claims
- Oversees administration of Tribal Vehicle Fleet
- Maintains and enhances professional growth and development through active participation in educational programs, meetings and workshops.
- Contributes to the overall quality of the unit's service provision by developing and coordinating work teams and by reviewing, recommending and implementing improved policies and procedures.
- Represents the Pueblo with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.
- Participate in ad hoc special projects as required, and other tasks as assigned

**REQUIRED KNOWLEDGE AND SKILLS:**

Knowledge of:

- Principles and practices of employee supervision, including selection, work planning, organization, performance review and evaluation, and employee training and discipline.
- Principles, practices and terminology of general, fund and government auditing and budgeting.
- Principles and practices of both internal and external audits.

- Principles and practices of business data processing, particularly related to the processing of accounting information.
- Applicable laws regulating public fiscal operation.
- Auditing and reconciliation principles and methods.
- Principles and practices of developing teams, motivating employees and managing in a team environment.
- Records management principles and practices.
- Techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

Skill in:

- Planning, assigning, supervising, reviewing and evaluating the work of staff.
- Training staff in work procedures.
- Auditing a variety of internal documents, procedures and reports.
- Analyzing, balancing reviewing, interpreting and reconciling financial reports and transactions.
- Ensuring proper authorization and documentation for disbursements and other transactions.
- Preparing clear, concise and complete financial reports, statements, audit reports and work papers.
- Making accurate mathematic and statistical calculations.
- Developing and implementing goals, objectives, policies, procedures and work standards.
- Developing effective work teams and motivating individuals to meet goals and objectives and provide customer services in the most cost effective and efficient manner.
- Using software applications related to accounting functions.
- Using initiative and independent judgment within general policy guidelines.
- Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone.

**To apply for the position posted, please apply as follows**

**Send;**

**Pueblo of Jemez Job Application**

**Cover Letter**

**Professional Resume**

**To;**

**[humanresources@jemezueblo.org](mailto:humanresources@jemezueblo.org)**

**Or;**

**Pueblo of Jemez-Attention Human Resources Department**

**PO Box 100**

**Jemez Pueblo, NM 87024**

**Or;**

**Visit the Pueblo of Jemez Website-Careers**

**[www.Jemezueblo.org](http://www.Jemezueblo.org)**