



Vacancy Announcement

Support Services – Accounting

Pueblo of Acoma Human Resources Department P.O. Box 348, Acoma, NM 87034 ■ 505-552-6728 ■ www.puebloofacoma.org

JOB TITLE: Accounts Payable Technician (Full-Time w/Benefits) **PAY RATE: \$DOE**

OPENING DATE: September 14, 2021

CLOSING DATE: Open Until Filled

POSITION PURPOSE

Under general direction of the Accounting Manager, reviews and processes vendor payments. Maintains confidentiality of all privileged information.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

1. Receives and reviews purchase orders, check requests, and/or other related documentation for completeness and compliance with financial policies, procedures and contractual requirements.
2. Reconciles original invoices and requests for payments with purchase orders, check requests, calculates to determine appropriate payment amounts and initiates adjustments as necessary.
3. Responsible for following up on accounts payable discrepancies and resolving accounts payable issues.
4. Assists program directors with monitoring blanket purchase orders and periodically notifies departments of balances.
5. Reviews receiving reports and matches to purchase orders and invoices.
6. Enters requests for payment into automated accounting system for processing of payments.
7. Prepares reports of cash requirements and preliminary check register for approval to proceed, cut checks, print.
8. File and maintain accounts payable documents.
9. Creates and generates spreadsheets as required.
10. Maintains professional and technical knowledge by: conducting research; attending seminars, educational workshops, classes and conference; reviewing professional publications; establishing networks; participating in professional societies; and conferring with representatives of contracting agencies and related organizations.
11. Contributes to a team effort and accomplishes related results as required.
12. Performs other duties as required.

MINIMUM QUALIFICATIONS

Experience: • Three - five years relevant work experience in an accounting setting.

AND

Education: • Associate's Degree in Accounting or relevant field.

OR

- Equivalent combination of experience and education.

PREFERRED QUALIFICATIONS

- Keres speaking

MANDATORY KNOWLEDGE, SKILLS, AND ABILITIES

- A record of satisfactory performance in all prior employment as evidenced by positive employment references from previous employers
- Knowledge of Pueblo's traditional government, culture, and traditions.
- Knowledge of the functions and structure of the Pueblo of Acoma.

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of basic accounting and record keeping practices and procedures.
- Knowledge of standard accounts payable policies, procedures and regulations.
- Knowledge of general accounting principles.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Ability to process computer data and to format and generate reports.
- Ability to analyze and solve problems.
- Ability to communicate effectively in the English language, preferable in the Keres language, both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to maintain confidentiality.
- Ability to be detail oriented.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to handle multiple tasks and meet deadlines.
- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Ability to perform other duties as assigned

INDIAN PREFERENCE

The Pueblo of Acoma has implemented an Indian Preference Policy. It is the policy of the Pueblo of Acoma to give preference to any qualified person who is an enrolled member of a federally recognized Tribe.

The application of Indian Preference is not automatic. Applicants requesting consideration for Indian Preference must provide valid Tribal enrollment documents certifying his/her Indian blood quantum.

Aside from employment preference as provided in this section, the Pueblo of Acoma shall not discriminate because of race, creed, age, sex, color, national origin, religion, sexual orientation, marital status, medical disability or political affiliation.

OTHER

Confidentiality:	All employees must uphold all principles of confidentiality to the fullest extent. This position has access to sensitive information and a breach of these principles will be grounds for immediate termination. An employee will be asked to sign a confidentiality statement upon hire.
Background investigation:	This position may be subject to a criminal history background check, a suitability background check and/or a Fair Credit Reporting Act (FCRA) check. In addition, some positions are subject to a 101-630 background check in an effort to ensure compliance with Public Law 101-630 "Indian Child Protection and Family Violence Prevention Act." Candidates must be able to successfully pass all required background checks to qualify for this position.
Health Requirement:	None
Driver Check:	All applicants must possess a current valid Driver's License and must be insurable through Tribal Automotive Insurance Carrier to qualify for position.
Drug screening:	All applicants must successfully pass a pre-employment drug screening prior to beginning employment and may be subject to random drug testing.

To apply, applications are available in the Acoma Human Resource (HR) Office or on-line at www.puebloofacoma.org. All applications must be submitted to the Acoma HR Office for consideration by the closing date of the announcement. All applicants will be given consideration; however, not all applicants will necessarily be contacted or interviewed.