



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
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VACANCY ANNOUNCEMENT
****READVERTISEMENT****

POSTING NO: 087-16

OPENING DATE: 06/15/2016

CLOSING DATE: OPEN UNTIL FILLED

POSITION: Business Manager

POSTED: IN AND OUT

PAY GRADE: E6 (\$18.33 to \$22.45 per hour)

FLSA STATUS: Exempt

DEPARTMENT: Head Start

REPORTS TO: Executive Director

JOB PURPOSE: This position is located at the Pueblo of Isleta Head Start and Child Care Center. The incumbent will be responsible for all finance and accounting activities as required by standardized accounting procedures and according to Generally Accepted Accounting Principles. Will be responsible for the accurate preparation and monitoring of financial books, records and financial reports to the Pueblo of Isleta and any grantor agencies or as requested by the Executive Director.

Minimum Qualifications/Requirements:

- BA in Accounting or related field preferred; or AA in Accounting with accounting experience.
- Must have experience working with program budgets.
- One year experience working with federal grants and/or contracts.

Knowledge, Skill and Ability Requirements: Describe how you obtained these Knowledge's, Skills and Abilities

- Knowledge of Generally Accepted Accounting Principles (GAAP) and applicable federal, state, county and local laws, regulations, and requirements.
- Knowledge of financial control systems and methodology.
- Knowledge of laws, rules, and regulations that apply to fiscal operations.
- Skill in statistical compilations and analysis.
- Ability to analyze, compare and interpret facts and figures.
- Ability to analyze financial information and draw logical conclusions.
- Ability to prepare complex, accurate financial statements and reports.
- Ability to work with mathematical concepts such as probability and statistical reference.

Other Requirements:

Individual selected is subject to the following:

- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Satisfactorily pass a background investigation, with NO prior convictions of any felonies
- Must comply with the Pueblo of Isleta Drug Free Workplace policies
- Must have fingerprinting completed prior to employment

PREFERENCE: Tribal preference and Native American Indian preference applies to all Pueblo of Isleta positions.

Readvertised 10/17/2016

