



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
P.O. BOX 1270, ISLETA, NM 87022
PHONE: (505) 869-7584 FAX: (505) 869-7579
EMAIL: poiemployment@isletapueblo.com

VACANCY ANNOUNCEMENT

POSTING NO: 079-24

OPENING DATE: 09/05/2024

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: Financial Analyst
PAY GRADE: E8 (\$35.01/hr.-\$49.02/hr.)
FLSA STATUS: Exempt
POSITION TYPE: Full Time
FUNDING SOURCE: POI Funded
DEPARTMENT: Treasury
REPORTS TO: Financial Planning & Analysis Director
BACKGROUND LEVEL: Public Trust

JOB PURPOSE: Gathers and analyzes financial data to ensure maximum utilization of contract and grant funding. Assists in budget preparation, and financial reporting in accordance with policies and procedures within the established general principles and practices of accounting.

This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.

JOB DUTIES:

- Analyzes monthly financial statements and budget status reports for the Pueblo's programs and departments.
- Prepares reports for quarterly budget status reviews, including explanation of variances between actual to budget.
- Maintains accuracy of financial data and reports by verifying financial transactions; generates accurate reports according to established timelines.
- Revises budgets per request by the Financial Planning & Analysis Director and enters any new budgets.
- Provides necessary information to the program and Department Directors for preparation of the annual budget.

- Conducts special analytical review of financial statements and grant awards as directed by the Treasurer or Financial Planning & Analysis Director.
- Conducts special studies to analyze complex financial actions and prepares recommendations for policy, procedure, control, or action.
- Coordinates with Department Directors to gather, analyze, summarize, and prepare recommendations regarding financial plans, new business planning, trended future requirements, and operating forecasts.
- Prepares and submits monthly financial reports on the status of operations to the Chief Treasurer or Financial Planning and Analysis Director.
- Performs other duties as assigned.

SUPERVISION RESPONSIBILITIES: N/A

MINIMUM QUALIFICATIONS/REQUIREMENTS:

- Bachelor's Degree in Accounting, Finance or related field.
- Three years working experience in finance including budget preparation and variance analysis.
- Must pass background check for position.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.

KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:

- 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.
- Skill in using computerized accounting and office software programs.
- Skill in statistical compilations and analysis.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in analyzing problems, projecting consequences, and identifying solutions for recommendation.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying cultural and social backgrounds.
- 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, reports and PowerPoint presentations.
- Ability to work with mathematical concepts such as probability and statistical reference.

PHYSICAL DEMANDS:

- Talk, hear sit, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Position requires frequent lifting of 25 lbs.

WORK ENVIRONMENT:

- Work is performed in a typical interior/office environment.
- Noise level is usually minimal.

PREFERENCE:

Tribal and Native American Indian preference shall apply to all positions at Pueblo of Isleta.