



PUEBLO OF ISLETA
HUMAN RESOURCES DEPARTMENT
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VACANCY ANNOUNCEMENT

POSTING NO: 112-16

OPENING DATE: 08/31/2016

CLOSING DATE: Open Until Filled

POSTED: IN/OUT

POSITION: BUSINESS MANAGER

PAY GRADE: E6 (\$41,443.00 to \$50,768 annum)

FLSA STATUS: Exempt

DEPARTMENT: Isleta Elementary School

REPORTS TO: Education Program Administrator

BUSINESS MANAGER

This position is located at the Pueblo of Isleta Elementary School. Responsible for all finance and accounting activities as required by standardized accounting procedures and according to Generally Accepted Accounting Principles (GAAP). 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 Education Program Administrator.

Minimum Qualifications/Requirements:

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

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
- Knowledge of laws, rules, and regulations that apply to fiscal operations
- Skill in operating various word-processing, spreadsheets, database and accounting software programs in a Windows environment
- Skill in statistical compilations and analysis
- Ability to communicate effectively both verbally and in writing
- 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 read, comprehend, explain and apply laws, regulations, policies and procedures
- Ability to work with mathematical concepts such as probability and statistical reference

Other Requirements:

Individual selected is subject to the following:

- Must be able to pass a TB screening
- 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.

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