



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

**POSTING NO: 097-20**

**OPENING DATE: 06/26/2020**

**CLOSING DATE: Open Until Filled**

**POSITION:** Treasurer  
**PAY GRADE:** AE3 (\$44.53/hr.-\$69.02/hr.)  
**FLSA STATUS:** Exempt  
**POSITION TYPE:** Full Time  
**FUNDING SOURCE:** POI Funded  
**DEPARTMENT:** Treasury  
**REPORTS TO:** Tribal Council/Tribal Governor  
**BACKGROUND LEVEL:** High Public Trust

**POSTED: IN/OUT**

**JOB PURPOSE:** Protects the Pueblo of Isleta's interest in financial matters by directing the planning, procurement, and investment of funds. Responsible for the receipt, safekeeping and accounting of monies due to, or received by, the Pueblo of Isleta.

*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:**

- Delegates authority for the receipt, disbursement, banking, protection and custody of funds, securities, and financial instruments.
- Provides administrative oversight of the activities of the Treasury Office.
- Forecasts financial requirements by analyzing current status; identifying economic trends; assimilating organization goals and budget requirements; analyzing financial reports.
- Determines need for funds by forecasting financial requirement.
- Reviews budgets and makes recommendations; presents operating budgets and budget modifications to Tribal Council.
- Obtains required funds by developing investment strategies and investing surplus funds to maximize return and provide adequate security. Ensures the availability of funds in order to meet the financial obligations of the Pueblo of Isleta.
- Recommends capital structure by preparing assumptions, analyses, and reports; advising management on investments and loans to meet short and long-term goals and objectives.

- Provides financial status by preparing and interpreting reports; meeting with financial institutions and investors. Attends negotiations and works with General Counsel, Chief Financial Officer and other staff on funding, credit, investments, liabilities, assets and other financial matters.
- Guides financial actions by enforcing policies and procedures; ensures adherence to all financial regulations and requirements; monitors fiscal activities of all tribal entities.
- Authorizes agreements by representing the organization with financial institutions.
- Represents the organization by communicating and interacting with governmental agencies.
- Protects assets by establishing and enforcing internal control systems; obtaining external audits.
- Disburses funds by establishing policies and procedures; authorizes payments.
- Performs other duties as assigned.

#### **SUPERVISION RESPONSIBILITIES:**

- Increases management's and staff effectiveness by recruiting, selecting, orienting, training, coaching, counseling, and disciplining managers and administrative staff; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing incentives; developing a climate for offering information and opinions; integrating functional objectives; providing and participating in educational opportunities.

#### **MINIMUM QUALIFICATIONS/REQUIREMENTS:**

- Bachelor's degree in Business Administration, Public Administration, Accounting, Finance or related field.
- Five years progressive responsibilities in accounting or finance required.
- Valid New Mexico driver's license with ability to meet Pueblo of Isleta liability insurance requirements and maintain eligibility for insurance.
- Must be able to pass background check, with NO prior convictions of any felonies.
- Must be able to comply with the Pueblo of Isleta Drug Free Workplace policies.
- Must have fingerprinting completed prior to employment.

#### **KNOWLEDGE, SKILL AND ABILITY REQUIREMENTS:**

- Knowledge of the principles and practices of management and fund accounting, finance, accounting, and business administration.
- Knowledge of the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards.
- Knowledge of the development, preparation and control of budgets.
- Skill in operating various word-processing, spreadsheets, and database software programs in a Windows environment.
- Skill in preparing, reviewing, and analyzing operational and financial reports.
- Skill in supervising, training, and evaluating assigned staff.
- Skill in analyzing problems, projecting consequences, identifying solutions, and implementing recommendations.
- Ability to communicate effectively both verbally and in writing.
- Ability to interact and maintain good working relationships with individuals of varying social and cultural backgrounds.

- Ability to create and present effective speeches and presentations.
- Ability to analyze situations and adopt appropriate courses of action.
- Ability to work independently and meet strict time lines.
- Ability to make solid decisions and exercise independent judgment.
- Ability to be persuasive and tactful in controversial situations.
- Ability to interpret applicable federal, state, county and local laws, regulations, and requirements.

**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 or casino environment.
- Exposure to second-hand smoke.
- Noise level is usually moderate.

**PREFERENCE:**

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