



FIVE SANDOVAL INDIAN PUEBLOS, INC.  
4321-B Fulcrum Way, NE  
Rio Rancho, NM 87144

[www.fsipinc.org](http://www.fsipinc.org) (to access applications and job descriptions)

**Submit applications to:**

Patsy Chavez/HR Director

[pchavez@fsipinc.org](mailto:pchavez@fsipinc.org)

Or call 505/867-3351 ext. 119 for more information

**These positions are posted on our company website: [www.fsipinc.org](http://www.fsipinc.org)  
Employment Opportunities as of August 10, 2020**

**Five Sandoval Indian Pueblos, Inc. is an Equal Opportunity employer, although preference will be given to qualified Native American population.**

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**POSITION: Contract and Grant Specialist**

**PROGRAM:** Administration

**STATUS:** Regular/ Full Time/ Exempt

**BENEFITS:** Yes

**RATE OF PAY:** \$48,607 DOE

**EDUCATION:** BA in Accounting, Finance, Business Administration or related field

**EXPERIENCE:** Three years professional accounting. Grants and contracts. Management.

**PREFERRED CERTIFICATIONS:** None

Position will be under general supervision of the Fiscal Officer. Monitor of the financial and budget activities of all FSIP program contracts and grants. Maintain and control of financial records. Prepares and monitors program budgets for grants, contracts and other types of sponsored accounts. Assists with reports relating to project activities and tracking revenues and expenditures for all such accounts. Performs accounting functions in the maintenance of the ledger and book of accounts, in accordance with established general principles and practices of accounting. Maintains confidentiality of privileged information at all times.

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**POSITION: Staff Accountant**

**PROGRAM:** Administration

**STATUS:** Regular/ Full Time/ Exempt

**BENEFITS:** Yes

**RATE OF PAY:** \$43,399 DOE

**EDUCATION:** Completion of a Business College with strong emphasis in accounting with two years of technical non-profit accounting experience and one year supervisory experience.

OR two years supervisory experience and three years technical non-profit experience.

**EXPERIENCE:** One to two years supervisory experience. Two to three years technical non-profit experience. Experience with any fund accounting software desired.

**PREFERRED CERTIFICATIONS:** None

Assists the Fiscal Officer in the general management of the Five Sandoval Indian Pueblos, Inc. centralized accounting system on a day to day basis. Keeps Fiscal Officer informed of all accounting activities.

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**POSITION:** Lead Teacher Santa Ana Pueblo  
**PROGRAM:** Head Start Program  
**STATUS:** Regular/ Full Time/Non- Exempt  
**BENEFITS:** Yes  
**RATE OF PAY:** \$13.00 hourly DOE  
**EDUCATION:** BA or advanced degree in Early Childhood Education and 45 hour Early Childhood Certification.  
**REQUIRED CERTIFICATIONS:** Current CPR/First Aid Certification and Food Handlers card.

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**POSITION:** Substitute Teacher/Co-Teacher-Floater  
**PROGRAM:** Head Start Program  
**LOCATION:** All Head Start sites: Zia Pueblo, Santa Ana Pueblo and Cochiti Pueblo  
**STATUS:** Part Time-on call/ Dependent on need. Non- Exempt  
**BENEFITS:** Yes  
**RATE OF PAY:** \$12.00 hourly DOE  
**MINIMUM EDUCATION:** High School Diploma or GED. Enrolled  
**PREFERRED EDUCATION:** AA Degree in Early Childhood education.  
**REQUIRED CERTIFICATIONS:** Current CPR/First Aid Certification and Food Handlers card.

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**POSITION:** Bus Driver/Maintenance Cochiti Pueblo  
**PROGRAM:** Head Start Program  
**STATUS:** Part Time/Non- Exempt  
**BENEFITS:** Yes  
**RATE OF PAY:** \$15.00 hourly DOE  
**MINIMUM EDUCATION:** High School Diploma or GED. Enrolled  
**REQUIRED CERTIFICATIONS:** Current CDL. Current CPR/First Aid Certification.

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## Our Benefits

**Generous Benefits Package:** All employees may receive employer paid Medical, Dental, Vision and Life Insurance, 401K, Retirement Pension plan PTO and More.

Employment with FSIP, Inc. will require a valid NM State Driver License and must be insurable under FSIP's auto insurance. All required certifications and licensures must be valid and current prior to employment.

FSIP, Inc. is an Equal Opportunity Employer, although preference will be considered to qualified Native American applicants.

FSIP, Inc. is a Drug Free Workplace  
Drug testing and criminal background check, employment verification, reference verification and education verification will be completed prior to offer of employment.

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Mailing Address: 4321-B Fulcrum Way NE Rio Rancho, New Mexico 87144  
Telephone: (505) 867-3351 Fax: (505) 867-3514