



Pueblo of Laguna Utility Authority

Vision: We are a sustainable self-sufficient organization with a diverse core competency.

Mission: We protect and promote the health and well-being of our Pueblo Community by developing and managing essential utility functions.

Job posting for an

Accountant I

Pueblo of Laguna Utility Authority seeks an Accountant I

CLASSIFICATION: Full-Time Exempt

SALARY RANGE: \$45,000 to \$55,000

OPENING DATE: October 31, 2024

CLOSING DATE: UNTIL FILLED

If you're looking for an opportunity to work in a close-knit group while learning about the inner workings of a tribally owned utility company, this could be the right fit for you!

We are seeking a dynamic, hands-on, and self-motivated Accountant with skills and experience to contribute to the Accounting Department. This individual will provide administrative coordination of the Accounting Department and other accounting functions to ensure efficient, timely, and accurate financial processing of information and financial reporting.

Major duties and Responsibilities (may include, but not limited to the following)

- Prepares, manages and monitors financial transactions of assets, liabilities, revenues and expenses.
- Prepares journal vouchers for data entry with supporting financial records and reports.
- Assists with monitoring grant transactions and preparation of drawdown reports.
- Assists with annual budget preparation, monitoring and verifying departmental budgets balances.
- Updates, maintains, and reconciles records of accounting journals, ledgers and business transactions.
- Assist with the coordination and processing of payroll function.
- Prepares, manages, and processes accounts payable financial transactions, which includes vendor account maintenance.
- Administers and maintains Purchase Order systems.
- Assist with the preparation of financial details necessary for monthly, quarterly and year-end closing and financial reporting.
- Actively participates in the preparation of annual audits.
- Assists with asset management.
- Prepares, manages and monitors financial transactions for accuracy and completeness.
- Assists in reviewing and updating internal controls, procedures and practices of the accounting department.
- Acts as technical support to department personnel for accounting related matters.

Qualifications

- Minimum associate's degree in business administration required with an emphasis in accounting or minimum of three years' experience in accounting
- Must have a valid New Mexico Driver's License with no DWIs in the past five years and be insurable under POLUA's insurance carrier.
- Must be able to successfully pass a pre-employment drug/alcohol screen and background investigation.

Contact: [LaVina Ray](#)

Phone: (505) 552-9631

Email: lavina.ray@lagunaua.org

Web: www.lagunaua.org