



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

Accounting Manager

Pueblo of Laguna Utility Authority seeks an Accounting Manager

CLASSIFICATION: Full-Time Exempt

SALARY RANGE: \$71,099 to \$104,585

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 an experienced Accountant with skills to contribute to the Accounting Department. This individual will provide guidance and direction to the day-to-day operations of the Accounting Department 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)

- Is responsible for preparing monthly, quarterly and annual financial reports.
- Is responsible for presenting financial reports to the General Manager, Board of Directors and Tribal Leadership.
- Coordinates with the General Manager and department managers to plan and develop annual operating budgets.
- Evaluates and analyzes monthly, quarterly and annual revenue and expense projections and provides reports and recommendations to the General Manager.
- Is responsible for developing an accounting calendar that indicates specific timelines for critical path deliverables.
- Analyzes and reconciles general ledger accounts and prepares journal entries.
- Is responsible for the coordination and execution of annual financial audits.
- Works with external financial audit and accounting firms as necessary and as directed by the General Manager.
- Periodically evaluates internal controls and provides reports and recommendations to the General Manager.
- Reconciles cash disbursement accounts, payroll, customer accounts, and other financial accounts; manage accounts receivable invoices and collections.
- Provides oversight and guidance to the payroll process and prepares reconciliations related to payroll reporting.
- Verifies and/or completes payment of invoices associated with Accounts Payable, ensures payments are charged to appropriate accounts.
- Maintain Fixed Assets and depreciation schedules with journal entries.
- Administers and maintains Purchase Order systems.
- Is responsible for the direct oversight of the accounting department staff and provides consistent training and guidance as necessary.
- Maintains accuracy of accounting processes in accordance with applicable policies, procedures and within established Generally Accepted Accounting Principles (GAAP).
- Performs other duties as required.

Qualifications

- Associate's degree in Business Administration required with an emphasis in Accounting including a minimum of five years' experience in accounting or BS in Business Administration preferred with an emphasis 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](#)

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