



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

CLASSIFICATION: Full-Time, Non- Exempt

OPENING DATE: October 28, 2025

SALARY RANGE: \$50,000 to \$75,000

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, reviews, and posts journal entries to the general ledger ensuring accuracy and compliance with GAAP and organizational policies.
- Performs monthly account reconciliations including bank accounts, accounts receivable, accounts payable, payroll liabilities, and other subsidiary ledgers.
- Assists in preparing and analyzing monthly financial statements and management reports.
- Supports the Accounting Manager with budget preparation, variance analysis, and departmental expenditure tracking.
- Maintains and reconciles fixed assets and depreciation schedules; prepares related journal entries.
- Processes payroll and performs reconciliations related to benefits, deductions, and tax reporting.
- Administers and maintains purchase order and procurement systems ensuring budgetary compliance.
- Reviews and verifies vendor invoices, assigns appropriate account codes, and prepares disbursements for approval.
- Assists with monitoring and reconciling grant and restricted fund transactions; prepares drawdown requests as needed.
- Prepares supporting documentation for monthly, quarterly, and year-end closings.
- Participates in annual audit preparation including general ledger reconciliations, audit schedules, and supporting documentation.
- Provides technical guidance to department staff and assist with troubleshooting systems related to accounting software (e.g., Caselle, Excel, MS 365).
- Performs other related duties as assigned

Qualifications

- Associate's degree in accounting business administration, or a related field and at least five (5) years progressive accounting experience.
 - Or bachelor's degree in accounting, Finance, or Business Administration preferred with three (3) years of relevant accounting experience.
- Must have a valid New Mexico Driver's License with no DWIs in the past five (5) years and be insurable under POLUA's insurance policy.
- Must successfully pass a pre-employment drug/alcohol screening and background investigation.