

# PINEDALE CHAPTER PUBLIC EMPLOYMENT PROGRAM JOB VACANCY ANNOUNCEMENT

**DATE POSTED:** April 29, 2024, at 8:00 a.m.

**CLOSING DATE:** May 10, 2024 at 5:00 p.m.

**POSITION TITLE:** Accounting Technician

**DEPT.:** Pinedale Chapter Government – Administration

**WORKSITE:** Pinedale Chapter House – Pinedale, New Mexico

WORKDAYS/HOURS	POSITION TYPE	SALARY INFORMATION
Days: Monday to Friday Hours: 8:00 a.m. to 5:00 p.m. No. Hrs./Wk.: 40 hours (6 months)	Permanent: _____ Temporary: <u> X </u> Full-time: <u> X </u>	Salary Range: \$9,594.00 Hourly range: \$9.75 Non-exempt position

## DUTIES AND RESPONSIBILITIES

Under the supervision of the Chapter Community Services Coordinator, performs work of moderate difficulty in performing specialized clerical work related to the maintenance of chapter records; assists supervisor in planning and carrying out the filing and coding systems; work supports professional accountants or organizations engaged in the control and maintenance of accounting records, budget and other closely related financial management transaction, including performing data entry routines regarding a variety of expenditures including fixed assets, purchase orders, requisitions, invoices, timesheets, direct payment reports and request, and award letters; performs related work as assigned.

**General duties:** Receives and enters financial documents into a computer database for encumbrances; verifies totals for accuracy; checks balances and contract end dates; distributes to the appropriate office for further processing; calculates totals for account balances and month end reports; prepares required reports; maintains financial records; ensures strict confidentiality of financial records; assists other staff with double checking balances on worksheets for account close out; Maintain an electronic and/or hard copy filing system by setting up files, filing documents, purging, and updating, enters data into appropriate information system; makes folders for appropriate subject, types of routine correspondence, reports, label and forms; makes photocopies; assists in researching retrieving and releasing documents requested; prepares required reports.

Receives and reviews purchase requisitions/orders, requests for payment, invoices, budget transfers/modifications, travel authorizations and other documents filed against obligated funds; certifies payment to assure compliance with obligation; maintains and makes necessary adjustments to various records; sorts documents and posts debits/credits to proper accounts; balances entries and makes necessary corrections; records simple bank statements or department records; answers questions/inquiries regarding work being performed; prepares forms or encodes materials for data input or record keeping; prepares or checks invoices, requisitions and other documents for processing.

Answer telephone and route calls, takes messages; greet and refer visitors to appropriate staff; respond to routine inquiries that require judgement in determining the type of information that may be released; may handle routine office operations for timesheets, payroll, office supplies, and forms.

## QUALIFICATION REQUIREMENTS

### Education and training:

A high school diploma or GED and at least one (1) year of progressive and responsible experience in clerical experience. An equivalent combination of education, training, and work experience which provides the capabilities to perform the described duties may be considered.

### Physical requirements and work environment:

Work requires extensive lifting, bending, carrying, loading, unloading, and transporting equipment and supplies weighing up to 25 lbs., and works extended periods of time in an indoor environment.

**License/Certification requirements:**

Must possess a state-issued driver's license. Depending upon the needs of the Chapter, some incumbents of this class may be required to demonstrate fluency in both the Navajo and English languages as a condition of employment.

**To receive full credit for education/training applicants must submit copies of college transcripts, certificates, diplomas, etc.**

**THE PINEDALE CHAPTER GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**

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