

Joseph B. Herrera
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**INTERNAL
JOB ANNOUNCEMENT
FINANCE-2025-018**

POSITION TITLE: Property/Procurement Technician
CLASSIFICATION: Regular Full-Time
DEPARTMENT: Finance
REPORTS TO: Finance Director
BACKGROUND LEVEL: Public Trust
STARTING PAY: \$22.00 - \$25.00 per hour (DOE)
OPENING DATE: Thursday, February 13, 2025

Position Summary:

Under daily supervision of the Accounting Manager, the property/procurement accounting technician works collaboratively with the finance team and plays a key role in maintaining financial records and assists with general day to day tasks within the finance department. Responsible for performing/guiding/assisting all programs with the procurement function as well as managing and maintaining all property, records and carrying out the receiving function as required.

Minimum Qualifications:

- High School Diploma or GED required.
- Three years of work experience in finance or related position.
- Ability to pass a criminal background check with no prior convictions of any felonies.
- Ability to pass a pre-employment drug screening.
- Must have a valid Driver's License.

Preferred Qualifications:

- Ability to speak the Keres Language.
- Bookkeeping Certificate OR associate's degree in accounting.

Duties & Responsibilities:

- Receives supply and equipment deliveries; inspects deliveries for compliance with purchase orders and returns merchandise to vendors as needed.
- Identifies and tags all equipment contained in inventory; ensures all new equipment is tagged and entered into database.
- Conducts annual physical inventory of various tribal equipment.
- Rents out all Tribal tools and equipment; ensures tools are returned in acceptable condition.

- Prepares billing documents for equipment rental.
- Turns on gas pumps for Tribal vehicles and reorders gasoline as needed.
- Ensures that all equipment listed with the Pueblo's insurance carrier is correct.
- Deals with insurance claims for all Tribal property.
- Maintains registration, insurance and titles on all Tribal and GSA vehicles and arranges for vehicle maintenance and repair.
- Assists employees with selling or disposing of Tribal property.
- Ensure organizational compliance with Tribal/Federal/State procurement standards.
- Prepare or guide/assist programs in the procurement function.
- Monitor status of procurement actions (bid dates etc.).
- Create supporting documentation for all procurement actions or review documentation for procurement actions to ensure complete record.
- Input PO into system or forward complete procurement packet for entry.
- Assist Accounting Manager and Payroll/Accounts Payable & Receivable Technician as requested.
- Contributes to a team effort and accomplishes related results as required.
- Performs other duties as required.

Knowledge, Abilities, Skills, and Certifications:

- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of records management and basic accounting procedures.
- Ability to communicate effectively both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent the organization in a professional manner, building respect and confidence.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.
- Ability to work independently with minimal supervision.
- Ability to demonstrate excellence in everything, and continually seek improvement in results.
- Skill in operating MIP Fund Accounting, Microsoft Office & QuickBooks.

Physical Demands:

The physical demands described here are representative of those that must be met by the employee to successfully perform the essential duties and responsibilities of this job. While performing the duties of this job, the employee is required to stand, walk, sit, reach with hands, stoop, kneel, crawl, and have manual dexterity. The employee must be able to lift and/or move up to 40 pounds.

INTERNAL CLOSING DATE: February 21, 2025

TO APPLY:

Submit a completed tribal application, cover letter, and resume to Pueblo de Cochiti at: marsha.chavez@cochiti.org or PO Box 255, Cochiti Pueblo, NM 87072. For consideration, application must be submitted before the closing date at 5 p.m.

It is the policy of Pueblo de Cochiti to give preference to Cochiti enrolled tribal members