



**PUEBLO OF LAGUNA
DEPARTMENT OF EDUCATION**

P.O. Box 207
Laguna, New Mexico 87026
(505) 552-6008

Vacancy Ann.: #02-2026

Opening Date: February 11, 2026
Closing Date: Open Until Filled
Position Title: Accounting Assistant - Payroll
Salary: Per Salary Schedule

DESCRIPTION OF WORK:

Under direction of the Finance Director, the Accounting Assistant – Payroll, will perform assigned payroll and accounting duties, special assignments and handle confidential information to ensure policies and procedures are followed. Schedule, apply and process State and Federal payroll taxes, obtain current tax schedules and compile and submit appropriate reports. Greet employees and visitors. File Payroll documents. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:

Required High school diploma or GED and accounting coursework. Preferred Associate Degree in related field preferred. Required three (3) years of successful payroll/accounting experience. Experience in human resources and office management also preferred.

OTHER REQUIREMENTS:

****Must also have a current and valid State of New Mexico driver's license, be insurable, and no DWI convictions within the past five (5) years. Must pass a pre-employment drug/alcohol and background clearance check.**

APPLICATION INSTRUCTIONS:

Visit our website at www.lagunaed.net; click on Employment for an application, job description and instructions.

Interested applicants may do the following:

- Email complete application packet with following required documents to humanresources@lagunaed.net:
 - LDoE Application – located on the LDoE website
 - Letter of Intent/Cover Letter
 - Resume
 - Copy of degree(s) and/or certificate(s)
 - 3 Letters of Recommendation - letters need to be dated one year to current (these letters can be sent to the HR email address)
- Or you may Mail your complete application packet with required documents to *Laguna Department of Education, ATTN: Human Resources, P.O. Box 207, Laguna, NM 87026.*

Pueblo of Laguna -- Department of Education

Job Description

Job Title: Accounting Assistant (Payroll)
Department: LDoE Administration
Reports To: Finance Director
FLSA Status: Non-Exempt/Hourly, Year Long
FTE: 1

SUMMARY

Under direction of the Finance Director, the Accounting Assistant will perform assigned payroll and accounting duties, special assignments and handle confidential information to ensure policies and procedures are followed. Schedule, apply and process State and Federal payroll taxes, obtain current tax schedules and compile and submit appropriate reports. Greet employees and visitors. File Payroll documents. Performs any other job-related duties requested by any person authorized to give instructions or assignments.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Establish and maintain payroll employee tax structure and reporting schedule with current and correct State and Federal rates
- Maintain and file tax and other required reports
- Ensure all employees W-4 and W-2 forms are current and on file
- Timely process Personnel Action Forms to ensure current and accurate payroll structure
- Verify and reconcile monthly billings for all health benefits; i.e., medical and dental insurance.
- Assist with EIC, Disability Insurance, Housing, Life Insurance, Retirement, Workers Compensation, Health Insurance, Dental Insurance, Garnishments, and Flexible Benefits.
- Ensure proper accounting procedures are applied in payroll processes.
- Research and resolve client/system problems.
- Prepare and disseminate monthly and quarterly payroll reports (i.e., 941, leave status, payroll detail supporting monthly financials, etc.)
- Assists with quarterly and End-of-Year program reviews and financial statements
- Assists with opening and closing school year within the accounting system
- Performs all duties and applies adjustments/revisions as needed to process payroll
- Maintain positive relationships with vendors and staff.
- Assist with general ledger, accounts payable, accounts receivable and banking transactions.
- Interpret and apply appropriate laws and regulations.
- Prepare varied payroll, benefit statements and reports.
- Reconcile benefit statements for payment
- Verify ALL new and current employee payroll documents, benefits and contracts.
- Process and apply revisions to ALL benefit and deductions adjustments within payroll
- Assist with opening and closing school year within the accounting software
- Verify and check timesheets and leave requests; prepare and input payroll data, process payroll, direct deposit transactions and payroll checks.

- Performs other tasks as assigned.

OTHER RESPONSIBILITIES:

- Attend and participate in staff meetings and professional development activities as appropriate.
- Serve as a team member in the organizational continuous improvement efforts.

COMMUNICATION REQUIREMENTS:

- Frequent telephone and in-person contact with the principals, directors, teaching and office staff for general problem solving.
- Written correspondence and memos to disseminate general information.

SUPERVISORY RESPONSIBILITIES:

No direct subordinate supervisory requirements.

QUALIFICATIONS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

Required High school or GED and accounting coursework. Preferred Associate Degree in related field preferred. Required three (3) years of successful payroll/accounting experience. Experience in human resources and office management also preferred.

SKILLS and ABILITIES REQUIRED:

- Knowledge of business machine operations; skilled in the use of personal computers and related payroll software such as ADP, Navision, Skyward, PeopleSoft, etc.
- Must have a high level of interpersonal skills to handle sensitive and confidential employee information and situations.
- Spelling and grammar proficiency; good phone skills, able to multi-task and set priorities.
- Working Knowledge and experience in payroll processing, accounting, office and administrative procedures.
- Must possess ability to understand central administration operations and procedures.

COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:

Basic spreadsheet and word processing skills (i.e. Microsoft Office Systems); payroll software and Excel.

CERTIFICATES, LICENSES, REGISTRATIONS:

Valid New Mexico Drivers License.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and use hands and fingers to handle, or feel, in keyboarding and writing. The employee frequently is required to reach with hands and arms and talk or hear. Specific vision abilities required by this job include close vision, and ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee will work in an office environment and in close quarters with staff. May occasionally travel to other sites that are not wheelchair accessible. The noise level in the work environment is moderate.

This job description should not be construed to imply that these requirements are the exclusive standards of the position. All duties and responsibilities are essential job functions and requirements and are subject to possible modification to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the skills, aptitudes, and abilities to perform each duty proficiently. The requirements listed in this document are the minimum levels of knowledge, skills, or abilities.

This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.