



**PUEBLO OF LAGUNA  
DEPARTMENT OF EDUCATION**

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

**Vacancy Ann.: #10-2026**

**Opening Date:** May 12, 2026  
**Closing Date:** Open Until Filled  
**Position Title:** Executive Director of Finance and Accounting  
**Salary:** Per Salary Schedule

**DESCRIPTION OF WORK:**

Under general supervision of the Superintendent, oversees and performs all functions in connection with accounting, reporting and grant management matters, including accounts receivable, accounts payable, payroll, auditing, grants and overall general ledger maintenance. Responsible for providing strategic leadership and long-range planning. Responsible for management and performing of accounting of fund including review of proposals, knowledge of operation and fund terms & conditions and reporting. Ensures that the accounting transactions are accurate and procedures are efficient, in accordance with professional accounting practices and government regulations. Works to ensure effective and efficient financial management of LDoE operations; responsible for ensuring policies and procedures are in place to provide reasonable assurance that LDoE assets are protected and in compliance with relevant regulations and laws. Greets and provides guidance to LDoE Staff, contractors and visitors in a timely manner. The Director performs advanced accounting and financial duties related to coordinating various day-to-day functions of the finance department, including accounting, grant reporting and other related accounting functions.

**MINIMUM EDUCATION, EXPERIENCE & LICENSURE REQUIREMENTS:**

Master's Degree in Accounting and or CPA is required. Must have a minimum of 10 years of financial management and or school business experience. Licensed School Business official and Procurement Officer preferred. Must have experience with fund accounting and financial software experience. Experience with Ivisions or other financial software is desired Must have working knowledge of GAPP procedures, various State, Tribal and Federal regulations applicable to the organization (e.g., OMB Circulars A-87 and A-133, PL 100- 297, etc.).

**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](http://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](mailto: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

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### Job Description

<b>Job Title:</b>	Executive Director of Finance and Accounting
<b>Department:</b>	Finance and Accounting
<b>Reports:</b>	Superintendent
<b>FLSA Status:</b>	Exempt -Year Long
<b>FTE:</b>	1
<b>Closing Date:</b>	Open until filled
<b>Pay Range:</b>	\$90,000-\$120,000

### SUMMARY:

Under general supervision of the Superintendent, oversees and performs all functions in connection with accounting, reporting and grant management matters, including accounts receivable, accounts payable, payroll, auditing, grants and overall general ledger maintenance. Responsible for providing strategic leadership and long-range planning. Responsible for management and performing of accounting of fund including review of proposals, knowledge of operation and fund terms & conditions and reporting. Ensures that the accounting transactions are accurate and procedures are efficient, in accordance with professional accounting practices and government regulations. Works to ensure effective and efficient financial management of LDoE operations; responsible for ensuring policies and procedures are in place to provide reasonable assurance that LDoE assets are protected and in compliance with relevant regulations and laws. Greets and provides guidance to LDoE Staff, contractors and visitors in a timely manner. The Director performs advanced accounting and financial duties related to coordinating various day-to-day functions of the finance department, including accounting, grant reporting and other related accounting functions.

### ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Directs and oversees all aspects of the finance and accounting department
- Develops, implements and enforces policies & procedures of the organization to increase operational and account procedures effectiveness and efficiency
- Evaluates and advises on the impact of long-range planning, capital, assets and programs
- Provides financial information to the Board of Directors on a monthly basis (or as requested)
- Provides oversight, timely, training, and accurate budgets and assistance to department managers, Principals, Board of Directors, Superintendent and grant coordinators on monthly budgets and the overall budgeting process through education of and on financial issues impacting their budgets
- Performs and approves monthly reconciliations for budgets, bank accounts and financial transactions
- Evaluates Department of Finance team for continual improvement of the efficiency and effectiveness of the group, and provide team members with mentoring and professional assistance
- Performs and approves reporting schedules, deadlines and financial requirements are completed annually and monthly basis
- Formulate grant applications to ensure completeness of proposals, with an emphasis on budget and budget justifications
- Formulates and presents grant applications and financial reports to board and tribal government
- Facilitates and prepares finance information for annual single audit & ensures general ledger is reconciled and supported by adequate documentation for both external audit and internal review purposes
- Reviews and approves various documents (e.g., purchase requisitions, contracts, reimbursement requests, etc.) as required by internal policies & procedures
- Performs all accounting duties to open and close fiscal year within the accounting software

- Maintains compliance within Finance LDoE department, tribal, federal and state standards.
- Performs specialized and complex accounting tasks, including but not limited to, preparing and reviewing journal entries including period close adjustments, account reconciliations and variance analysis, audit requests and annual reports.
- Reviews, approves and reconciles financial data and transactions in accordance with (GAAP) General Accepted Accounting Principles and Government Accounting Standards.
- Examines and approves accounting transactions and documents for accuracy; reviews, approves documents, reports and other written communications/documents prepared by accounting staff. Prepares adjusting journal entries.
- Oversee and performs all functions to process operating funds, grants, donations, awards, pay parity, indirect cost agreements and contracts as lead liaison between finance department, other departments and funding agency.
- Prepares and processes School's annual Budget, BARs, grant awards and other required documents.
- Performs all functions to open and closing the school year within the accounting software
- Prepare and maintain all accounting and fiscal documents in accordance with established procedures, laws, rules and regulations.
- Prepares financial reports for all operating funds, trial balances, statements and other financial documents for reporting and audit
- Prepares, processes and uploads school calendar and salary schedule to align with budget
- Reconcile and documents cash needs for the organization and draw all funds as available.
- Reconcile all cash management duties such as deposits and monthly bank reconciliations
- Collaborates with Controller to prepare Indirect Cost, pay parity and adjusting journal entries
- Approves and presents prepared documents requested by the board or Tribal government
- Conducts independent research and applies analytical and problem-solving skills to lead and complete numerous and diverse issues.
- Reconciles and applies revisions to ALL benefit and deductions adjustments within payroll
- Performs all accounting functions to align with opening and closing school year within the accounting software
- Maintain effective internal and external work relationship with staff, parents and community
- Assist staff and grant coordinators with ALL financial reporting
- Provides and ensures adequate financial training for LDoE staff
- Performs all accounting duties and financial oversight for LDoE
- Performs all other duties as required.

**SUPERVISORY RESPONSIBILITIES:**

Manages accounting department employees. Is responsible for the overall direction, coordination and evaluation of these units. Carries out supervisory responsibilities in accordance with the organization's policies, procedures and applicable laws. Responsibilities include interviewing, hiring & training employees, planning, assigning and directing workflow, appraising performance, rewarding and disciplining employees, and addressing complaints and resolving problems.

**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 essential functions.

**EDUCATION AND/OR EXPERIENCE:**

Master's Degree in Accounting and or CPA is required. Must have a minimum of 10 years of financial management and or school business experience. Licensed School Business official and Procurement Officer preferred. Must have experience with fund accounting and financial software experience. Experience with Ivisions or other financial software is desired Must have working knowledge of GAPP procedures, various State, Tribal and Federal regulations applicable to the organization (e.g., OMB Circulars A-87 and A-133, PL 100- 297, etc.).

### **CERTIFICATIONS AND OTHER REQUIREMENTS:**

- Must be able to pass background check and drug test
- Must obtain School Business License within 6 months of employment
- Must obtain Chief Procurement License within 6 Months of employment
- Must obtain BIE financial fiscal management training within 6 months of employment

### **SKILLS and ABILITIES REQUIRED**

- The individual synthesizes complex and diverse information
- Identifies and resolved problems in a timely manner and gathers & analyzes information skillfully
- Speaks clearly and persuasively in both positive and negative situations. Demonstrates group presentation skills and conducts productive meetings
- Delegates work assignments, sets expectations and monitors delegated activities
- Inspires and motivates others to perform well; accepts feedback from others
- This individual includes staff in planning, decision-making, facilitating and process improvement; makes self-available to staff; provides regular performance feedback; develops subordinates' skills and encourages growth
- Displays willingness to make decisions, exhibits sound and accurate judgment and makes timely decisions
- Prioritizes and plans work activities, uses time efficiently and develops realistic action plans

### **COMPUTER EQUIPMENT and SOFTWARE REQUIREMENTS:**

Must be experienced with finance and accounting systems. Must be competent in use of 10-key, PC computer systems and spreadsheets (Microsoft office systems).

### **PHYSICAL DEMANDS**

While performing the duties of this job the employee is regularly required to sit at a computer for long periods. Specific vision abilities required include close vision and the ability to focus. Employee must be able to lift up to of 25 lbs. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

### **WORK ENVIRONMENT**

The employee will work in an office environment with/near other staff. The noise level is usually moderate. This job description may not be construed to imply that these requirements are the exclusive standard of the position. All duties and responsibilities are essential job functions and requirements are subject to modification. To perform this job successfully, the incumbent must possess the skills, aptitude and abilities to perform each job duty proficiently. The requirements listed in this document are minimum levels of knowledge, skill and ability.

***This document does not create an employment contract, implied or otherwise. If a contract is issued it will be an "at will" agreement.***