Human Resources Department  
Pueblo of Santo Domingo

JOB ANNOUNCEMENT

POSITION TITLE: IT Administrative Assistant  
SALARY: $13-$18/hour

DEPARTMENT: IT  
POSITION STATUS: Full-Time

SUPERVISOR: IT Director  
JOB POSTING ID: IT-2238

Santo Domingo Pueblo exercises Indian Preference in employment opportunities but otherwise supports non-discrimination on the basis of age, sex, religion, disability, color, race, national origin, sexual orientation, marital status, service in the military or any other status protected by applicable law, except where required by bona fide business necessity.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.

RESPONSIBILITIES: Under the supervision of the IT Director, the IT Administrative Assistant will coordinate and direct administrative support functions for the department. Implement policies and procedures for production of documents and filing, workflow, including scheduling of services and billing to clients as well as maintaining accounts receivable for such clients, ordering of supplies, records maintenance, and other services. Organizes office operations in such a way that will maintain efficiency and maximize services. Monitor budget, accounting and time records for Department Director and staff, including Time Sheets for W9 workers.

ESSENTIAL FUNCTIONS:
1. Assist in developing and maintaining procedures, processes and policies for all office operations including billing, accounts receivable filing and all paperwork associated with the department.
2. Assist customers and field incoming telephone inquiries.
3. Ensures effective telephone and e-mail communications both internally and externally to maintain professional image.
4. Provide administrative support functions for the department to include Minute taking, general typing, answering telephone, screening telephone calls, and taking messages.
5. Resolve difficult customer service issues.
6. Produce documents of various levels of complexity, ranging from plain copy typing to the manipulation of data to create complex presentations.
7. Examine, check, and verify reports and other documents for completeness, appropriateness, adequacy, and conformity to established requirements, and follow up on discrepancies.
8. Maintain calendars and schedule meetings and appointments for Director, Manager, and staff.
9. Preparing Purchase Requisitions and expense vouchers for department needs when needed.
10. Maintain inventory of equipment and supplies used in the department.
11. Generate and send out invoices as needed.
12. Follow up on, collect and allocate payments. Carry out billing, collection, and reporting activities according to specific deadlines.
13. Research and resolve payment discrepancies.
14. Develop a recovery system and initiate collection efforts for past due invoices.
15. Oversees timescards and pay for W9 Contract Workers
16. Assists IT Director with administrative details and functions. Plans and directs the work involved in maintaining official Department documents and records.
17. Assists Department Director and staff as needed.
18. Other functions that may arise.

REQUIRED COMPETENCIES

- **Integrity / Honesty**
  All Pueblo of Santo Domingo employees must operate in an ethical manner by following all Pueblo of Santo Domingo policies and procedures relating to cash transactions, handling of confidential information, tracking of budgets, and proper behavior between staff and customers. Incumbent must conduct oneself above the appearance of doing something wrong.

- **Teamwork**
  All Pueblo of Santo Domingo employees must be competent in working effectively with departmental members and members of other departments to resolve common issues or problems as well as listening and seeking others’ perspective on how to complete assignments. Keeps others informed and up-to-date about tasks, progress, or projects.

- **Goal and Task Management**
  Incumbents in this job need to be able to plan, prioritize, set goals, establish standards, coordinate tasks, show concern for deadlines, and track progress with respect to personal performance.

- **Effort and Initiative**
  Incumbent in this position must have the ability to work and take action without specific direction and without being monitored.

- **Collect and Organize Information**
  Incumbents in this job need to be able to identify, systematically collect, and organize information for use by self or others in an organization.

QUALIFICATIONS:

1. Proficient and above average ability to work with all Microsoft Accounting software
2. Knowledge of accounting procedures including billing and accounts receivable.
3. Experience with financial records management.
4. Experience in office management procedures and office equipment operation.
5. Superior organizational and vision abilities to help build a department.
6. Ability to analyze administrative problems, reach practical and logical conclusions, and put into practical effective change.
7. The ability to take direction.
8. Excellent interpersonal, communication, organizational and public relations skills.
9. Ability to organize and meet deadlines for a wide variety of job assignments simultaneously, with minimum supervision.
10. Positive attitude, good people skills and the ability to work closely with people at all levels of experience and proficiency required.
11. Experience working with diverse cultures and specific experience with American Indian communities and cultures desired.
12. Must be able to pass a background check.
13. Valid driver’s license with ability to meet Pueblo of Santo Domingo liability insurance requirements and maintain eligibility for insurance.

HOW TO APPLY

Incomplete application packets may delay or exclude consideration of your application. A complete application packet includes the following:

- Santo Domingo Pueblo Employment Application
- Cover Letter
- Resume
Please submit complete application packet. No phone calls please
- Online: santodomingopueblo.isolvedhire.com/jobs
- By email: SDTHumanResources@kewa-nsn.us
  - Subject line: IT Admin Assistant
- By mail: Santo Domingo Pueblo Human Resources, PO Box 127, Santo Domingo NM 87052
- By fax: (505) 715-4416
- In person: Human Resources Department, 10 Tesuque St, Santo Domingo NM 87052