

LAGUNA DEPARTMENT OF EDUCATION

POSITION OPENING **INTERNAL/EXTERNAL NOTICE**

POSITION: **CONTROLLER (FULL TIME)**

POSTED: **7/7/2021**

LAST DATE TO APPLY: **7/30/2021 OR UNTIL FILLED**

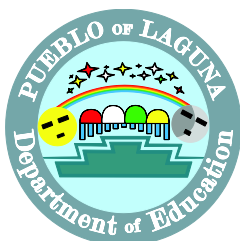
LOCATION: **LDOE ADMINISTRATION OFFICE**

WHO TO CONTACT: **Brian Mirabal**
505-552-6008 ext. 1009
Email: hb.mirabal@lagunaed.net

QUALIFICATIONS: The Controller performs a variety of managerial and advanced accounting and financial duties related to coordinating various day-to-day functions of the finance department, including accounting, grant reporting and accounts payable functions. BA from an accredited college with major coursework in accounting business administration or a related field. Experience with government fund accounting, tribal grants/contracts management and/or school accounting preferred. Advance Microsoft software experience preferred. Experience with I-Visions software preferred.

SALARY: **\$67,600 - \$70,000 BASED ON EXPERIENCE & TRAINING.**

Please submit a letter of interest, a current resume, and an up-to-date application to HR Department.



For information on applying for any position contact:

Human Resources

(505) 552-6008

Fax (505) 552-6008

Email: p.guardiola@lagunaed.net

Conditions of Employment: Able to comply with the immigration Reform and Control Act of 1986; obtain a successful Criminal History Background Check as per PL 101-647 and 45 CFR 1301; must provide official transcripts; and LDOE Superintendent approval.

Laguna Department of Education is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, sex, religion, age, marital status, disability, handicap, or military status in compliance with federal and state laws. Laguna Native American Preference.