

JOB VACANCY

Position: Accounts Payable and Programs Assistant
Location: Mosquero Schools
Beginning: Immediately
Deadline: Open until filled
Telephone: 575-673-2271
Email: superintendent@mosquero.net; secretary@mosquero.net
Salary: Depends on experience and licenses held
To Apply: Locate application at www.mosquero.net and submit with resume to email above

Job Description: We are seeking a highly organized and responsible program assistant. You will perform tasks associated with accounts payable such as processing requisitions and generating purchase orders. You will perform clerical tasks such as answering the phone, organizing files and managing records. You will submit reports for the school lunch program and maintain cafeteria records. You will manage and maintain school housing contracts. Other duties will include additional business office record keeping and assistance to the business operations of Mosquero Schools.

Essential Duties:

- Prepares financial requisitions, purchase orders, deposits and other documents
- Maintains school records and files for maintenance departments and inputs workorders
- Enters all information in a computer on a daily basis for funding, employees and grants
- Types, prepares distributes and files records, reports correspondence
- Compiles and submits a variety of weekly, monthly and year end reports as required
- Inventories and monitors equipment and supplies purchased for cafeteria
- Makes and receives telephone calls, takes messages and routes calls
- Covers the front desk during lunches and as needed for support
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities
- Performs duties as required for the organization's success and occasionally performs miscellaneous job-related duties as assigned

Education, Experience, and Licensure Requirements:

- Degree in Business, Human Resources, marketing, or related field experience
- Experience in banking, grant management and/or public records management preferred
- Chief Procurement Officer certificate and School Business Official license are highly desirable
- Will be required to acquire a New Mexico food-handlers card and cafeteria management certifications

Knowledge, Skills, and Abilities Required:

- Ability to develop an effective working relationship with staff, parents and community
- Very detail-minded and aggressive in the completion of tasks
- Ability to multitask, work independently, use initiative, and make substantive decisions quickly
- Thorough knowledge of modern office practices and procedures, office equipment, filing systems and software
- Understand general accounting practices and use of accounting software
- Ability to apply common sense and understanding to carry out instruction furnished in written, oral or diagram form
- Ability to perform duties with awareness of district and program compliance requirements and Board of Education policies
- Ability to read and interpret documents such as grants, funding applications and procedure manuals
- Demonstrate skills and abilities needed to coordinate, facilitate and participate in a collaborative approach to the completion of tasks and assignments
- Ability to use a variety of software packages, including Microsoft Office Suite, Adobe, email, internet databases and Google Suite
- Ability to write routine reports and correspondence
- Skillful command of the English language, grammar, punctuation and spelling with ability to communicate clearly and concisely, both orally and in writing
- Ability to perform a wide variety of specialized operations or assignments requiring interpretation of work practices and procedures
- Ability to keep complex records; to assemble and organize data of complex nature; and prepare and submit required reports from such records
- Ability to effectively deal with potential problems and/or conflicts courteously and tactfully
- Ability to maintain confidentiality
- Flexibility in undertaking all duties as required