

# JOB VACANCY

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**WHERE:** Fiscal Office - Tucumcari  
**POSITION:** Financial Specialist/Accounts Payables  
**OPENING DATE:** 12-1-2021  
**DEADLINE:** UNTIL FILLED  
**CONTACT:** Eastern Plains CAA  
[www.epcaa.org](http://www.epcaa.org)  
210 West Center, Tucumcari  
575-403-4375

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**Financial Specialist/AP: Entry Wage \$15.72 per hour**

**Minimum Requirements:**

1. At least 21 years of age
2. High School Diploma or General Equivalency Diploma (GED).
3. Work experience in Accounts Payables, processing/payments.
4. Two (2) years' work experience of general office practices and procedures.
5. Three (3) years computer experience to include word processing/excel.
6. Ability to organize concepts and plans in writing.
7. Ability to read and follow written instructions and communicate effectively with individuals at all levels of expertise.
8. Familiarity with modern office procedures, methods and equipment including computers and applicable software programs.
9. Self-motivated and able to work successfully alone or in a team.
10. Valid New Mexico driver's license, clear driving record.

**Preferred:**

1. Experience with accounts payables.

**EQUAL OPPORTUNITY EMPLOYER**

Applications available at: [www.epcaa.org](http://www.epcaa.org)  
Eastern Plains CAA, Fiscal Office; 575-461-1914

Submit Application: 210 W. Center or email to [igonzales@epcaa.org](mailto:igonzales@epcaa.org)