

JOB VACANCY

WHERE: Fiscal Office - Tucumcari
POSITION: Financial Assistant/Payroll
OPENING DATE: 6/17/2022
DEADLINE: Until Filled
CONTACT: Eastern Plains CAA
www.epcaa.org
210 West Center, Tucumcari
575-461-1914 ext. 131

Financial Assistant/Payroll Specialist: Entry Wage \$22.70 per hour

Minimum Requirements:

1. At least 21 years of age
2. High School Diploma or General Equivalency Diploma (GED).
3. Experience with Payroll-benefits processing (per job description)
4. Two (2) years' work experience of general office practices and procedures.
5. Three (3) years computer experience with modern office procedures and methods including applicable software programs such as Microsoft Word, Excel, etc.
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. Self-motivated and able to work successfully alone or in a team.
9. Valid New Mexico driver's license, clear driving record.

EQUAL OPPORTUNITY EMPLOYER

**Applications available at: www.epcaa.org
Eastern Plains CAA, Fiscal Office; 575-461-1914 ext. 131**

Submit Application: 210 W. Center or email to igonzales@epcaa.org