

# JOB VACANCY

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**WHERE:** Fiscal Office - Tukumcari  
**POSITION:** Financial Assistant/Accounts Payable  
**OPENING DATE:** 7/7/2023  
**DEADLINE:** UNTIL FILLED  
**CONTACT:** Eastern Plains CAA  
[www.epcaa.org](http://www.epcaa.org)  
210 West Center, Tukumcari  
575-461-1914 ext. 131

**Entry Wage \$17.22 per hour (40 hours a week)**

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## **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 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.
10. Other related duties as assigned.

## **EQUAL OPPORTUNITY EMPLOYER**

**Applications available at:** [www.epcaa.org](http://www.epcaa.org)  
**Eastern Plains CAA, Fiscal Office;** 575-461-1914 ext. 131

**Submit Application:**  
**Eastern Plains Community Action Agency**  
**210 W. Center**  
**Tukumcari, NM 88401**  
**or email to [igonzales@epcaa.org](mailto:igonzales@epcaa.org)**