



Rio Arriba County **VACANCY NOTICE**

JOB TITLE:**FINANCE ASSISTANT****Department:****Finance****Division:****Hourly:****Per Classification Schedule within budgetary limits****Position Status:****Temporary****FLSA Status:****Non-Exempt (Unclassified)****Closing Date:****Open Until Filled**

The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

Primary Purpose:

Rio Arriba County Finance is looking for clerical and administrative support to complete general office administration duties. Duties to be completed data entry, scanning, go for the mail and process mail to departments, organize file systems, and answer phones in a timely and professional manner. Candidate should have strong typing and organizational skills.

The general level and nature of this position are described in the headings below. This is not an all-inclusive list of responsibilities/ duties/ and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.

Essential Job Functions:

- Complete receptionist and office administration duties, including, scanning documents, some and performing data entry
- Go to mail and route to departments;
- Answer phones and respond to email
- Ability to pay attention to detail
- Organize file systems using a computer.
- Communicate with public as needed.
- Performs other duties as assigned by Supervisor/Director/Designee.

Knowledge / Skills:

- Proficient utilizing Microsoft Office applications including Excel, Word; Outlook, and the ability to operate other standard office equipment including telephones; copiers, scanners, calculators,
- Ability to understand and follow directions;
- Ability to perform clerical and basic managerial tasks.
- Ability to act in an independent and conscientious manner using sound judgment.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.

Minimum Qualifications

- Possess excellent written and verbal communication skills
- High School Diploma or equivalent;
- Ability to operate office equipment and computers;
- Possess public relation skills.

Working Conditions:

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Employee may be exposed to lifting, walking, climbing, carrying, stooping and various hazards such as heights, icy surfaces, dust, etc. Employee may be required to take some job related courses, and may be required to travel within the county.

Every county position requires the following professional skills and abilities as key and necessary elements of the performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interact with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working conditions for individual positions in this classification will vary based on each department's utilization, essential functions, and recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Conditions of Employment:

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to JobApplications@rio-arriba.org