

Finance Dept & Administration Dept
Administrative Support Clerk

Town of Bernalillo
Recruitment Period: Until filled

Location: Bernalillo, New Mexico
Department: Finance/Administration

Job Status: Full-Time/Permanent
Hourly Rate: 11.27 per hour

Summary of Position: This position will float among the Finance Department and provide support and back up to the various sections of the Finance Department, such as Utility Billing, Accounts Receivable, Accounts Payable, Payroll, and the Finance Director as needed. This position will also provide backup coverage for Reception when needed. This position will maintain computerized customer databases, answer customer service questions both in person and by telephone and will direct customers to appropriate staff members for further assistance. Receives required payments from customers for fees or fines, verifies correct amount, issues change, and provides receipt as required. Performs standard clerical tasks such as filing, typing, answering phones, and dealing with the public.

Education/Experience:

High school diploma or general education degree (GED); and six (6) months directly related work experience and/or training in customer services, bookkeeping, and data entry, or an equivalent of education and relevant experience.

Agency Preference:

Proven professional experience in an administrative capacity; demonstrated ability to display initiative and assertiveness with minimal supervision; ability to work effectively under pressure of deadlines; strong organizational and interpersonal skills; strong computer skills with knowledge of various software programs; customer service; detail oriented; problem solving; completing duties in a timely manner; professional and respectful demeanor.

Conditions of Employment:

Must possess and maintain a valid NM Driver License.

Working Conditions:

Work is performed in an office setting; some travel may be required.

If interested, please submit your application to:

Town of Bernalillo
Attn: Human Resources Generalist
P.O. Box 638
Bernalillo, New Mexico 87004

Or by email to:

jobs@townofbernalillo.org

Or by fax to:

505-771-8626