



MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain
Mescalero, New Mexico 88340
Phone: (575) 464-4431 Fax (575) 464-0053



"Mescalero Chiefs"

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POSITION VACANCY ANNOUNCEMENT

Business Office Manager

Responsibilities:

- Keeps accurate records of all financial transactions for each program.
- Prepare budgets and all reports for all programs.
- Conducts duties and responsibilities in accordance with the school policies and procedures and its certified and acceptable financial accounting and reporting policies and procedures.
- Plans the annual audit of property and finances for the school.
- Monitors all Programs and prepares all financial reports.
- Reconcile bank statements for all accounts and General Ledger.
- Oversees the preparation of W-2's, 1099's and all reporting pertaining to end of year taxes.
- Supervises Accounts Payable/Receivable, Payroll and Accounting Assistant positions as well as inventory of facilities.
- Develops and monitors internal control, process policies, and procedures for department.
- Provides recommendations for decisions on employee benefits and retirement plans.
- Provides monthly budget reports to directors and school board.
- Maybe required to travel to conferences, trainings or meetings.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Must be flexible in regards to position requirements.
- Keeps current with technical advances
- One training per nine weeks. Four trainings per school year. (Pryor +)

Key Relationships:

- Position reports to the Superintendent
- Interacts with other staff (School Administration) on a daily basis.
- Occasionally, will interact with the principals or staffs who have questions about purchasing equipment, materials, payroll, insurances or time and attendance.

Minimum Qualifications:

- Minimum of a Bachelor's Degree with a Major in Accounting or Business preferred
- 5 years' experience in Governmental Accounting.
- Experience utilizing MIP Accounting Software program or similar.
- Experience working in the capacity with demonstrated competency in computer operations, financial accounting, reporting, preparation of financial documents and other relevant technical abilities required.
- Knowledge of BIE funding and requirements.
- Knowledge of Governmental Fund Accounting and OMB Circular A-133
- Must be computer literate and able to learn finance software quickly.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.

- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.
- CPA preferred

Term of Employment:

- Twelve-month contract.

Salary Level:

- Placement on Business Office Salary Schedule

Working Conditions:

- Work is accomplished within a school environment.
- The work is technical and does not allow for many errors.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Often requires long periods of sitting as well as working with a computer.
- Subject to random drug testing as policy states.

Applications will be accepted until Filled.

- ALL positions require background checks and clearance from any criminal charges prior to employment.
- Note: any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.
- All positions require initial drug testing upon hire, then random monthly drug testing.
- Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.

Applications available at the MAS Administration or on our website: maschiefs.org
Applications can be returned by mail, fax to 575-464-0053 or emailed: lindsey.pellman@mescalero.org