



# MESCALERO "Apache" SCHOOL

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



*"Mescalero Chiefs"*

Posted 3.16.26

## JOB VACANCY

### Accounts Payable Clerk

#### Responsibilities:

- Complete payments and controls expenses by receiving, processing, verifying and reconciling invoices in compliance with MAS policies and procedures.
- Enter and upload invoices daily into the accounting system and monitors the accounts payable aging report.
- Pay vendors by monitoring discount opportunities, scheduling and preparing checks and resolving purchase order, contract, invoice or payment discrepancies and documentation.
- Maintain accounting ledgers by verifying and posting account transactions.
- Verify discrepancies and resolve vendor accounts.
- Review and audit credit card purchases to ensure compliance with MAS policies and procedures and process credit card bills on a monthly basis.
- Ensure sales tax (for goods) is never paid on invoices or credit card purchases.
- Perform monthly reconciliations to credit accounts/statements and large vendor accounts.
- Maintain and ensures all documentation and files are current, complete and accurate.
- Maintains and processes Tax Exempt Certificates
- Maintains and processes vendor 1099's
- Protect organization's value by keeping information confidential.
- ➤ Keep current with technical advances.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Updates job knowledge by participating in educational opportunities.
- Accomplishes accounting and organization mission by completing related results as needed and assigned by the Business Manager.

#### Key Relationships:

- Position reports to the Business Manager.
- Will interact daily with staff who have questions about purchasing equipment, materials and credit card procedures.
- Required to maintain a courteous and professional manner though the position can be high-paced and requires prompt completion of tasks with minimal errors.

#### Minimum Qualifications:

- High school diploma or GED preferred. Associate's degree in Business or other relevant field is preferred.
- Two (2) years prior experience in accounts payable, general accounting or other relevant banking experience preferred.
- Knowledge of basic accounting principles.
- Must be able to pass a credit report check.
- Knowledgeable of various accounting software systems and ability to navigate.

- Must be able to successfully operate all office machines.
- Ability to work with people in a positive and confidential manner.
- Ability to work independently, take initiative and prioritize tasks.
- High degree of attention to detail.
- Must have own transportation.
- Must be punctual.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Will be required to pass drug test upon employment, then randomly selected.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.

**Term of Employment:**

- Twelve-month contract.
- Salary – Business Office Salary Scale placement depends upon education and years of experience (As per MAS policy, up to 10 years of experience may be counted).

**Working Conditions:**

- Work is accomplished within a school environment.
- Confidentiality must be maintained. Employment is contingent on ability to maintain condition.
- Often required long periods of sitting as well as working with a computer.

***Applications will be accepted until 3:30 p.m. Monday March 30, 2026.***

- *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](http://maschiefs.org)**

**Applications can be returned by mail, fax to 575-464-0053 or email:  
[lindsey.pellman@mescalero.org](mailto:lindsey.pellman@mescalero.org)**