



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

POSITION VACANCY ANNOUNCEMENT

Payroll Clerk

Primary Functions: Provides assistance to the Business Office Manager in managing of the finances offices that includes business and finance transactions, record keeping, filing, payroll and all other functions pertinent to the office. This is a technical, high-stake role that requires absolute confidentiality and zero-error approach to ensure that federal and state taxes. And salary distributions are handled with precision and punctuality.

Responsibilities:

- Maintain payroll files such as employee timesheets as submitted by supervisors, employee leave forms and payroll reports.
- Prepare all payroll checks in contrast to the payroll schedule and approved rates for each employee, utilizing a computerized payroll preparation process and distributes payroll.
- Monitor employee payroll deductions, including employee and employer insurance and other benefit payments.
- Ensure all federal and state taxes and reporting is complete for each payroll and each quarter which includes the 941 reports
- Maintains and processes W 4's
- Accurately completes all payroll reports
- Assists in the inventory of supply assets and fixed assets.
- Assignment of duties can be stressful and requires prompt completion with very minimal errors
- Conducts duties and responsibilities in accordance with school policies and procedures and its certified and acceptable financial accounting and reporting policies and procedures.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Keeps current with technical advances @ MAS.
- Supports departmental operation by completing additional assignments are directed by the supervisors.
- Assist with annual audit.
- Maintain strict privacy regarding employee salaries, deductions, and personal financial information at all times.

Key Relationships:

- Position reports to the Business Office Manager
- 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:

- High school diploma or GED preferred. Associate's degree in Business or other relevant field is preferred.

- Prefer that individual has had previous experience working in the capacity with demonstrated competency in computer operations, financial accounting, reporting, preparation of financial documents and other relevant technical abilities required.
- Ability to work with people in a positive, confidential manner.
- Ability to take initiative and be self-directed.
- Ability to work independently and in a fast-paced environment.
- Exceptional attention to detail, strong organizational skills, punctuality, and the ability to take initiative.
- Must have own transportation
- Must be punctual
- Must be able to lift 25 lbs.
- 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.

Working Conditions:

- Work is accomplished within a school environment.
- Assignments are time-sensitive and stressful; the position requires a high level of focus as the work does not allow for errors
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- 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

Applications can be returned by mail, fax to 575-464-0053 or emailed: lindsey.pellman@mescalero.org