

Dual Language Education of New Mexico

Position: Full-Time Finance Assistant

Start Date: July 1, 2023, or earlier

Dual Language Education of New Mexico (DLeNM), an educational non-profit organization, seeks candidates who identify with and can commit to the organization's mission of serving the educational needs of culturally and linguistically diverse and historically underserved communities across New Mexico and the United States.

The Finance Assistant is primarily responsible for initiating and inputting customer invoices while tracking and resolving outstanding payments. Candidates should demonstrate a positive and proactive attitude, strong organizational skills, and the ability to prioritize and multitask. A candidate with effective written and verbal skills allows the organization to achieve its mission while maintaining positive customer and partner relations.

REQUIREMENTS

I. APPLICATION

The signed and completed application must be received **on or before Friday, June 2, 2023, at 5 pm MST:**

1. Application for Employment Form can be found at <http://bit.ly/work4dlenm>
2. Resumé
3. Three letters of support and/or recommendation

Please send the above documents and any questions to:

Melanie Gatewood, Director of Operations for Dual Language Education of New Mexico

Email: melanie@dlenm.org

Phone: 505-934-4272

II. INTERVIEW:

Selected candidates will be contacted to schedule an interview **the week of June 12, 2023.**

III. QUALIFICATIONS

Criteria and qualifications:

- High school or equivalent (Required)
- Associates/Bachelors Degree in related field (Preferred)
- Accounting-related experience: Minimum of 2 years (certificate or degree may substitute for experience)

Preferred Tech Experience:

- Experience working with QuickBooks Online accounting software
- Knowledge and use of Google Suite Programs
- Knowledge and use of Microsoft Office Suite programs
- Knowledge and use of online meeting software (Zoom, Google Meets, etc.)

Preferred Skills:

- Active Listening - Ability to actively attend to, convey, and understand the comments and questions of others
- Adaptability - Ability to adapt to changes in the workplace
- Analytical Skills - Ability to use thinking and reasoning to solve problems efficiently and effectively
- Applied Learning - Ability to participate in needed learning activities in a way that makes the most of the learning experience
- Communication - Ability to communicate effectively with others (oral and written)

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- Customer Oriented - Ability to take care of customer needs while following procedures
- Initiative - Willingness and ability to research solutions, provide input, and make decisions
- Integrity - Ability and willingness to maintain confidentiality regarding sensitive information while alerting supervisors of any improper or unethical practices encountered
- Judgment - Ability to formulate sound decisions using the available information and resources
- Organization - Ability to multitask, follow multi-step directions, and adhere to systematic methods of performing tasks
- Safety/Compliance Awareness - Ability to identify and correct conditions that pose safety concerns
- Bilingual

IV. RESPONSIBILITIES

Primary Responsibilities

- Assist in managing and maintaining accounts-receivable files and transactions in QuickBooks Online
- Assist in managing professional development contracts - ensuring signatures and payments are in place prior to the training start date
- Prepare and manage invoices, ensuring the accuracy of data entered into the system
- Proactively track payments
- Maintain awareness of the status of jobs, costs, and billing timelines
- Ensure balances are accurately designated
- Maintain an open line of communication with clients and staff
- Resolve customer claims and disputes while communicating issues with staff
- Research processing problems
- Promptly respond to inquiries

Secondary Responsibilities

- Support office productivity goals by managing incoming phone calls, chat, and email correspondence as needed
- Support the ordering and managing of office inventory and supplies
- Support the organization's annual conference & institutes
- Perform other job-related duties as assigned.

V. SALARY & BENEFITS

- This will be a salaried (220-day, in-office) position with a set twenty days of vacation. Longer hours of work may be expected during certain times of the year for conferences or institutes that require travel.
- Benefits package through the State of New Mexico and Educational Retirement Board.
- Both salary and benefits packages must align with the approved budget by the DLeNM Board and will be negotiated and finalized with the DLeNM Executive Director.
- Salary will be competitive with other Finance Assistant positions, depending on experience or schooling.