

# *Finance Dept & Administration Dept*

## *Administrative Support Clerk (floater)*

*Town of Bernalillo*

*Recruitment Period: April 24, 2023 - Until filled*

**Location:** Bernalillo, New Mexico  
**Department:** Finance/Administration  
**Hourly Wage:** \$16.00

**Job Status:** Full-Time/Permanent  
**FLSA Status:** Non-Exempt  
**Pay Grade:** 1

**Summary of Position:** This position will float among the Finance and Administration Department and provide support and back up to the various sections of the Departments, such as Utility Billing, Accounts Receivable, Accounts Payable, Payroll, MVD and Administration as needed. This position will also provide backup coverage for Reception and other departments 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. Compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Compiles and maintains accounts receivable records. Follows all State of NM-MVD regulations and standards as they pertain to any and all Motor Vehicle Division transactions.

### **Education/Experience:**

High school diploma or general education degree (GED); and two (2) years directly related work experience and/or training in customer services, bookkeeping, and data entry, cash handling, 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; advanced cash handling experience and completing duties in a timely manner; professional and respectful demeanor. Applicant should be able to work a flexible schedule, and be reliable. Applicant should be self-motivated, an independent worker and able to follow through on tasks with limited supervision.

### **Conditions of Employment:**

Must possess and maintain a valid NM Driver License.

Must be able to pass a State of NM-MVD required background clearance

### **Working Conditions:**

Work is performed in an office setting; some travel may be required. Flexible schedule is a must.

If interested, please submit your application to:

Attn: Human Resources

P.O. Box 638

Bernalillo, New Mexico 87004

Or by email to: [jobs@tobnm.gov](mailto:jobs@tobnm.gov)

Or by fax to: 505-771-8626