



## *Rio Arriba County* **VACANCY NOTICE**

### **JOB TITLE:**

**FINANCE VI**

**Department:**

**Finance**

**Division:**

**Purchasing**

**Hourly:**

**Per Schedule**

**Position Status:**

**Not to Exceed 40 hours**

**FLSA Status:**

**Full-Time**

**Closing Date:**

**Open Until Filled**

*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

#### **Primary Purpose:**

Under general supervision of the Finance Director or designee, perform a variety of professional and technical duties involved in the procurement of goods, services and equipment to include, but not limited to, the receipt, examination and processing of Department requisitions to purchase orders to vendors; and perform a variety of technical tasks related to assigned area of responsibility.

*The general level and nature of this position are described in the headings below. This is not an all- inclusive list of all responsibilities/ duties/ and skills required of personnel in this classification. Duties/responsibilities and activities may change at any time with or without notice.*

#### **Essential Job Functions:**

- Enter and process requisitions,
- Process purchase orders on a timely basis and distribute copies to appropriate departments;
- Determine the most appropriate method of purchasing to comply with state laws and regulations;
- Provide for the purchasing needs of the County in a timely manner;
- Compare prices and identify the lowest bid for direct purchase;
- Review purchases using contract, cooperative purchasing or statewide price agreements for accuracy;
- Promptly advise status of purchase requests;
- Assist in gathering and/or researching data to provide management with information relative to purchasing activities on specific vendors;
- Set up new vendors for purchase orders and maintain W-9;
- Issue tax exempt certificate;
- Process county credit applications;
- Purchase supplies needed for Finance Department;
- Contact vendors using the State purchasing and Department of Transportation;
- Assist evaluating purchasing procedures to identify areas of improvement or needed changes;

- Request long distance pin numbers and issue to each employee;
- Process employee telephone billing and send out letters;
- Process department fuel billing and send out letters;
- Must obtain Chief Procurement Officer Certification
- Performs other duties as assigned by Supervisor/Director/Designee

### **Knowledge / Skills:**

- High attention to detail and organization;
- Enter data into the County's financial system;
- Excellent written and verbal communication skills;
- Proficiency with financial software;
- Intermediate proficiency level utilizing Microsoft Office applications including Excel, Word; Outlook, and the ability to operate other standard office equipment including telephones; copiers, calculators, etc., is required;
- Knowledge of methods used to tactfully deal with the public;
- Ability to handle confidential information;
- Ability to read, write, communicate orally, listen, follow, and give verbal and/or written directions;
- Principles and practices of effective time management;
- Must be a self-motivated and goal oriented individual;
- Ability to make decisions using sound judgment and reasoning ability;
- Ability to multi-task and adjust priorities rapidly; work under stressful conditions, situations, and personalities;
- Ability to work either independently or collaboratively as needed;

### **Minimum Qualifications**

- High School Diploma or GED certificate;
- Attention to detail

### **Working Conditions:**

Work is performed in a professional office environment with a moderate noise level, occasionally working under stressful conditions and for extended periods of time. Work is performed in facilities within Rio Arriba County with primary functions split between the Tierra Amarilla and Espanola Annex offices. This position is routinely exposed to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

Each and every county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:

- Demonstrate regular and reliable attendance;
- Work well with others and participate fully in a team-oriented environment;
- Interface with other employees and customers in a courteous and respectful manner;
- Project positive support of their department and all county organizations at all times; and,
- Maintain and enhance the county's commitment to customer service excellence.

Working Conditions for individual positions in this classification will vary based on each departments' utilization, essential functions and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

*P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810  
Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397*

**Conditions of Employment:**

Selected candidate must submit to and pass a County paid pre-employment drug and alcohol screening. Additionally, selected candidate must submit to and pass a county paid criminal background screening. Selected candidate must possess and maintain a valid New Mexico Class D Driver's License as incumbent shall be appointed to drive a County vehicle during the performance of his/her duties.

**Please send an e-mail with your Letter of Interest, Resume and [Job Application](mailto:JobApplications@rio-arriba.org) to [JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**