

Job Posting

Accountant

CNMEC has an opening for a qualified Accountant to join our organization. CNMEC offers competitive wages and an excellent benefits package.

Location: Mountainair, NM

Job Summary:

Under the direction of the CFO and with the assistance of the accounting technicians the Accountant is responsible for compiling, processing, verifying, and maintaining accounting data by abiding by GAAP and RUS accounting policies and procedures resulting in reliable and timely financial reporting used by management and external parties.

Minimum Qualifications

Bachelor's degree with an emphasis in accounting plus 3 years related experience or a combination of education and experience providing equivalent knowledge. Additional courses in typing, office equipment use, and advanced accounting are preferred. Requires demonstrated abilities and skills operating a personal computer using Microsoft Windows and Microsoft Office Suite applications to include Outlook, Excel, and Word.

Knowledge, Skills and Abilities

- Must have a good knowledge of generally accepted accounting principles, computer processing, skills for a ten-key touch, and proficient knowledge of other office equipment and procedures.
- Must have a good knowledge of RUS Uniform System of Accounts and accounting procedures.
- Must be analytical and able to study and interpret trends in the operations of the Cooperative and recommend improvements which can be made.
- Should continually be looking for ways to improve office operations and accounting procedures to determine where improvements can be made that result in positive improved efficiencies.
- Should possess the ability to quickly learn information accounting systems.
- Must be able to effectively communicate to employees, management, and external parties when necessary and authorized.
- Must be able to work under pressure to meet schedules.
- This position is expected to be "paperless" to the greatest extent possible and must be able to add documents into the online repository as soon as tasks are completed.

Please review the attached job description for more detailed information and the specific requirements.

To Apply: Send resumes with a letter of interest to Suzy Edmonds at suzy.edmonds@cnmec.org or PO Box 669, Moriarty, NM 87035.