

# Job Posting

## Auditor (Broadband)

CNMEC has an opening for a qualified Auditor (Broadband Division) to join our organization. This is a grant funded position and will be staffed according to the length of approved funding. CNMEC offers competitive wages and an excellent benefits package. Remote work/hybrid schedule is negotiable.

**Location:** Mountainair, NM

### **Job Summary:**

Under the direction of the CFO this position will be responsible for ensuring the accuracy and compliance with state and federal statutes, regulations, and grant documents as it relates to broadband. This position conducts operational, financial, and internal control system audits, ensures the integrity of financial information and procedural compliance with company policies, and prepares audit statements and related documentation and reporting as required. **This position is grant funded and will be staffed according to the length of approved broadband-related grant funding.**

### **Minimum Qualifications**

Bachelor's degree in accounting or a related field plus 3 years related experience or a combination of education and experience providing equivalent knowledge. Additional courses emphasizing analytical skills, research, and organization of data in written form, as well as 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**

- Expert knowledge of general financial accounting and cost accounting.
- 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.
- Understanding of and ability to adhere to generally accepted accounting principles.
- Proficient with accounting software.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Must be analytical and able to study and interpret trends in the operations of the Cooperative and recommend improvements which can be made.
- Must be able to work under pressure to meet schedules.
- Proficient in Microsoft Office Suite or similar software.

**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](mailto:suzy.edmonds@cnmec.org) or PO Box 669, Moriarty, NM 87035. Resumes will be accepted until February 29, 2024.