

*Grants/Cibola County Schools
413 Roosevelt Ave.
Grants, NM 87020*

Director of Business/Finance Vacancy

QUALIFICATIONS/DESCRIPTION:

- **Candidates must possess a Bachelor's degree in business administration from an accredited college or university OR a valid Certified Public Accountant License, Master degree preferred.**
- **Employment contingent upon qualifying for and receiving a New Mexico Public Education School Business Officials license.**
- **Minimum five (5) years experience in accounting or related field with three (3) years supervisory experience.**
- **Demonstrable working knowledge in word processing, database, application software with expertise in spreadsheet software.**
- **Skill in New Mexico budgeting/financing. Must be bondable.**
- **Knowledge of federal procurement and purchasing procedures, inventory control and capital outlay program funding and management.**
- **Enrollment 3500 Annual Budget 60 million**
- **Must pass a background check**
- **Additional strengths will include the ability to manage/evaluate staff and conduct on-going program evaluation. Excellent communication skills, both verbal and written, are essential.**

EFFECTIVE: Immediately

WORK YEAR: 248 days/12 months

SALARY: Depending on appropriate level determined by qualifications and experience as per district salary schedule.

APPLICATION PROCESS:

Applications may be picked up and submitted to:
Grants/Cibola County Schools
Personnel Office
413 Roosevelt Ave.
Grants, NM 87020
(505) 285-2608
OR apply at NMREAP.net

APPLICATION DEADLINE:

Until Filled

*District reserves the right to close a posting once a suitable applicant is found
EOE/ADA