



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Paid Internship

JOB TITLE: Finance & Accounting Intern

RANGE SALARY: \$15-\$18 per hour

LOCATION: Santa Fe

JOB DESCRIPTION: At the discretion of the Finance Director, this position will assist with one or more of the following duties: accounts payable, accounts receivable, procurement, grants management, budget to actual reports, audit preparation, fiscal agency, or other financial and accounting duties as assigned.

NCNMEDD Interns are students pursuing careers or higher education in fields related to the job description. Interns are hourly employees who work part-time, no more than 30 hours per week. Interns are not eligible for retirement or medical benefits. This position requires a highly motivated and responsible individual with good time management skills.

QUALIFICATIONS AND SKILLS REQUIRED

- Strong mathematic and computational skills
- Strong computer skills, particularly MS Office Suite programs and MS Excel
- Able to work in a team environment
- Valid driver's license
- Preference for hiring given to New Mexico residents

KNOWLEDGE AND ABILITIES

- Ability to make good, sound-judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Ability to establish priorities
- Knowledge of problem solving techniques
- Ability to interpret and apply agency policies and procedures
- Ability to complete tasks within deadlines
- Maintains effective working relationships
- Good oral and written communication skills
- Ability to communicate well with the general public
- Ability to develop a reasonable understanding of agency programs

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, answering phone calls, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

No special training is required for this position. Standard training for all employees will be applied to this

position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

COMMUNICATIONS

Reports to the Finance Director and interacts with NCNMEDD employees. The Intern may interact with contractors, New Mexico State agencies, Federal agencies, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

- Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.
- Application Deadline: Until Filled
- Candidate selected for employment must successfully complete all pre-employment requirements (I-9, drug test and background check) prior to commencing employment.
- Questions: Please contact Bernadette Segobia-Abeyta, Finance Director, at bernadettes@ncnmedd.com.