



# NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

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## Job Posting--Paid Internship

**JOB TITLE:** Accounting Intern

**RANGE SALARY:** \$15 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, 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 in Microsoft Office Suite programs, particularly 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

None.

### 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.

**APPLICATION DETAILS**

- Complete NCNMEDD Employment Application online on NCNMEDD website [www.ncnmedd.com](http://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](mailto:bernadettes@ncnmedd.com).