

JOB OPENING

TWSD is now accepting resumes for the following position:

ADMINISTRATIVE ASSISTANT

TIMBERON WATER & SANITATION DISTRICT

Part time, Benefits: Dental, life, medical, vision, Salary: \$25,000 to \$30,000 per year

We are seeking an Administrative Assistant to join our team! You will perform administrative and Grant functions in order to drive District success.

Responsibilities:

- *Ensure District compliance with the New Mexico department of finance and administration and New Mexico environment department regulations.
- *Ensure compliance with District personnel, purchasing and budgetary policies.
- *Coordinate with the district accounting firm.
- *Assist in the administration of state and federal Grant programs.
- *Develop and implement organized filing systems.
- *Perform all other office tasks.

Qualifications:

- *Previous experience in office administration or closely related fields.
- *Ability to prioritize and multitask.
- *Excellent computer, written and verbal communication skills.
- *Strong attention to detail.
- *Strong organizational skills.
- *Proficient in QuickBooks.

Please submit your Resume in person or by mail to:

Timberon Water & Sanitation District

1 Bobwhite Cir., Ste 1

Timberon NM 88350

Posted Date July 31st, 2024. Position is open until filled.