



Accounts Receivable/Administrative Assistant  
NEA-New Mexico Headquarters Office

The National Education Association of New Mexico is a member driven labor union that represents educators across New Mexico. The organization is currently seeking a person to fill the position of Accounts Receivable Clerk/Administrative Assistant. This is a dual-purpose position with responsibilities for maintaining, processing, and reporting of membership and miscellaneous receivables; and being responsible for providing administrative support to assigned professional field staff in all aspects of communications and projects. Other duties as assigned include working with the management and governance team, as well as other miscellaneous work.

KNOWLEDGE

Proficiency in Microsoft Office programs including Word, Excel, and Outlook are a requirement, and candidates will be assessed during the interview process. Other specialized skills desired: MS PowerPoint, Publisher, etc.

Must have proficient knowledge in the following areas:

- Knowledge of computerized accounts receivable systems.
- Knowledge of account reconciliations.
- Knowledge of developing, implementing, and analyzing membership/accounts receivable information.
- Ability to maintain a high level of accuracy in preparing and entering membership/accounts receivable related data.
- Knowledge of various operating systems and basic technical troubleshooting ability.
- Ability to maintain confidentiality with membership/accounts receivable data.
- Exceptional knowledge of Excel and Microsoft Word software applications.

SKILLS

Must demonstrate the following skills:

- Excellent people skills.
- Strong organizational skills including multitasking, meeting deadlines, working in a team environment, working independently, and being extremely detail oriented.
- Possess analytical and problem-solving skills.
- Independent decision-making skills.
- Effective verbal, written and listening communication skills.
- Computer skills including the ability to operate computerized accounting, spreadsheet and word processing programs, internal databases, and email at a highly proficient level.

PERSONAL ATTRIBUTES INCLUDE

- Possess cultural awareness and sensitivity.
- Strong customer service and de-escalation skills.
- Be flexible.
- Ability to work independently in a fast-paced environment.
- Demonstrate sound work ethics.
- Honesty and integrity

**Information about this position:**

This position is located in the NEA-NM headquarters office in Santa Fe, NM. Much of the work is sedentary, but also requires the individual to stand, sit, walk, and lift up to 40lbs or less periodically. A valid driver's license with state mandated insurance is required. The ability to travel and work various hours including evenings and weekends is also necessary.

Compensation is dependent on experience in accordance with the collective bargaining agreement between the National Staff Organization of New Mexico and the NEA-NM.

**NEA-NM IS AN EQUAL OPPORTUNITY EMPLOYER**

*NEA-NM is committed to the principle of equal employment opportunity for all employees with a work environment free of discrimination and harassment. All employment decisions at NEA-NM are based on business needs, job requirements, and individual qualifications without regard to race, color, religion or belief, national origin, sex, age, sexual orientation, gender identity, marital status, or disability.*

Please email resume with contact information, to Edie Brycelea at [ebrycelea@neanm.org](mailto:ebrycelea@neanm.org)