

FINANCIAL ASSISTANT I

The Legislative Finance Committee seeks a full-time Financial Assistant I in Santa Fe. Responsibilities include purchasing, processing professional services contracts, and managing records retention. Minimum qualifications include basic knowledge of accounting principles, DFA rules and regulations and the Procurement Code. Knowledge of the legislative process, state and federal laws is desirable. Must have excellent organizational skills. Must be proficient in word processing and automated spreadsheets. Experience with SHARE system preferred. A high school diploma or successful completion of a general education development test and any combination of college education and/or experience in public or business administration in the fields of personnel, fiscal, property management, or closely related fields totaling five (5) years. Send resume to lfc@nmlegis.gov or fax to Financial Assistant Position (505)986-4545 by April 2, 2010.