

Rio Costilla Cooperative Livestock Association

#72 State Road 196 P.O. Box 111 Costilla, New Mexico 87524

Phone: (575)586-0542 **Fax:** (575) 586-1565 **Email:** rccla42@aol.com

Financial Officer

Pay: \$18.00 - \$23.00 depending on experience (willing to negotiate)

Opening Date: 03/18/2024

Closing Date: 03/25/2024 end of Business

Job Description: This position will be responsible for handling all accounting functions of the organization which include but not limited to; day to day financial transaction, cash management, accounts payable, accounts receivable, payroll, bank and credit union deposits, monthly, quarterly, annual taxes, create financial reports to present to the Board at each board meeting and to the member for each Quarterly meeting. Will oversee the purchase of merchandise and ensure inventory is completed annually or anytime merchandise is taken out of the building for resale. This position will also help with phone calls and walk in customers.

This position is considered a leadership position within the organization and will report directly to the RCCLA Board of Directors.

Qualifications:

- Accounting Experience (AR, AP, Payroll, General Ledger, and Journal Entries);
- Knowledge of payroll taxes, Gross receipt Taxes, and federal 940 & 941;
- Ability to analyze and present oral and written reports on business operations, projects, and finances;
- Strong supervision/leadership skills;
- Strong interpersonal and customer service skills;
- Good written and oral communication skills;
- Good organizational and prioritizing skills;
- Ability to multi-task and be flexible;
- Knowledge of QuickBooks and Office Professional Version (Word, Excel, Access and PowerPoint) preferred but not required;
- Knowledge of internet and email software;

Interested individuals please pick up an application at the RCCLA Office. Submit your application, resume and at least three references to rccla42@aol.com by Wednesday March 27, 2024, 5PM.