



The City of Rio Communities

is accepting applications for the following Part-Time position:

Part Time Finance Clerk: Up to twenty-nine hours (29) per week. This position serves under the direction of the City Manager and is responsible for providing financial and clerical services. This includes, but is not limited to processing and monitoring, accounts payable, and ensuring accounts payables and vendor records are accurate and up to date, etc.

Must be able to pass a drug screen and background check and the ability to be bonded. Full job description and application available at **www.riocommunities.net**. ***MUST send Resume and completed job application to*** email: **pmccloskey@riocommunities.net** or mail: **360 Rio Communities Blvd., Rio Communities, NM 87002 or drop off completed application at City Hall. (Open Monday-Thursday 9:00am- 3:00pm).** **Salary Depending on Experience** City of Rio Communities is an Equal Opportunity Employer. Position is open until filled.