



The City of Rio Communities
is accepting applications for the following Part-Time position:

Part-Time Finance Clerk: The City of Rio Communities is seeking a Finance Clerk who is currently pursuing a degree in Business Administration, Accounting, Finance, or a closely related field. The ideal candidate will assist with daily finance office operations while working directly with the Finance Officer on accounting, budgeting, financial reporting, and other municipal finance functions. This position requires strong analytical, organizational, and spreadsheet skills, along with the ability to handle confidential financial information with accuracy and professionalism. Candidates should be eager to learn governmental accounting principles and contribute to the preparation of comprehensive budget reports and financial analyses. This is an excellent opportunity for a motivated student to gain practical experience in municipal finance.

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: **cmontano@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). Starting at \$18 per hour. City of Rio Communities is an Equal Opportunity Employer. Position is open until filled.