

BUSINESS OFFICE SUPPORT STAFF

Texico Municipal Schools is seeking applicants for Business Office Support Staff. Duties will include fiscal services, payroll, financial accounting, cash management, purchasing, and other duties as assigned.

Successful candidates must have a:

Bachelor's Degree in accounting or in a related business field with a minimum of 24 hours in accounting;
or

Associate's Degree with an emphasis in accounting with a minimum of 24 semester hours of
accounting/business.

Applicant must have a minimum of 3 years verifiable employment experience in a business related field.

Salary is negotiable based on education and experience.