



JOB POSTING

JOB TITLE: Accounting Technician
LOCATION: Santa Ana Golf Club
STATUS: PART-TIME
FLSA: Non-Exempt
APPLICATION: Apply in person, fax or U.S. Mail (resumes alone not accepted)
DEPARTMENT: Administration
REPORTS TO: Controller
SCHEDULE/SHIFT: TBD

MINIMUM QUALIFICATIONS: 2-5 Years Experience in accounting or bookkeeping. Field applicable education may be substituted for 1 year experience. Experience in QuickBooks and Microsoft Office suite.

ESSENTIAL REQUIREMENTS:

- Good understanding of accounting procedures
- Excellent communication skills and professional demeanor.
- Good organizational skills.
- Proficiency in 10 key touch and data entry.

POSTING DATE: March 26, 2024
CLOSING DATE: Open until filled
EMPLOYMENT DATE: To be announced upon final offer of employment

ADDITIONAL REQUIREMENTS:

Final offers of employment are contingent upon successful results of a drug screen and, if appropriate, verification of driving record or other employment related documents.
See our website for employment application.

Santa Ana Golf Corp, Inc.
288 Prairie Star Road
Santa Ana Pueblo, NM 87004
Phone 505-867-3000
Fax 505-867-9050
6156 <http://mynewmexicogolf.com>

Twin Warriors Golf Club
1301 Tuyuna Trail
Santa Ana Pueblo, NM 87004
Phone 505-771-6155
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<http://mynewmexicogolf.com>