



# MESCALERO "Apache" SCHOOL

P.O. Box 230, 249 White Mountain  
Mescalero, New Mexico 88340  
Phone: (575)464-4431 Fax (575) 464-0053



*"Mescalero Chiefs"*

Posted 3.5.24

## **2024 Job Vacancy**

### **Business Manager**

#### **Responsibilities:**

- Keeps accurate records of all financial transactions for each program.
- Prepare budgets and all reports for all programs.
- Conducts duties and responsibilities in accordance with the school policies and procedures and its certified and acceptable financial accounting and reporting policies and procedures.
- Plans the annual audit of property and finances for the school.
- Monitors all Programs and prepares all financial reports.
- Reconcile bank statements for all accounts and General Ledger.
- Oversees the preparation of W-2's, 1099's and all reporting pertaining to end of year taxes.
- Supervises Accounts Payable/Receivable, Payroll and Accounting Assistant positions as well as inventory of facilities.
- Develops and monitors internal control, process policies, and procedures for department.
- Provides recommendations for decisions on employee benefits and retirement plans.
- Provides monthly budget reports to directors and school board.
- Maybe required to travel to conferences, trainings or meetings.
- Duties/assignments may change to meet the needs of the school due to unforeseen circumstances
- Must be flexible in regards to position requirements.
- Keeps current with technical advances

#### **Key Relationships:**

- Position reports to the Superintendent
- Interacts with other staff (School Administration) on a daily basis.
- Occasionally, will interact with the principals or staffs who have questions about purchasing equipment, materials, payroll, insurances or time and attendance.

#### **Minimum Qualifications:**

- Minimum of a Bachelor's Degree with a Major in Accounting or Business preferred
- 5 years' experience in Governmental Accounting.
- Experience utilizing MIP Accounting Software program or similar.
- Experience working in the capacity with demonstrated competency in computer operations, financial accounting, reporting, preparation of financial documents and other relevant technical abilities required.
- Knowledge of BIE funding and requirements.
- Knowledge of Governmental Fund Accounting and OMB Circular A-133
- Must be computer literate and able to learn finance software quickly.
- Knowledge of the Mescalero Apache people and their culture.
- Must be able to pass a background check prior to employment.
- Within the scope of Indian preference, all candidates will receive consideration without regard to race, color, sex, national origin or other non-merit factors.
- CPA preferred

**Term of Employment:**

- Twelve-month contract.

**Salary Level:**

- Placement on Business Office Salary Schedule

**Working Conditions:**

- Work is accomplished within a school environment.
- The work is technical and does not allow for many errors.
- Confidentiality of various issues or situations are to be maintained and requires individual to abide by such conditions.
- Often requires long periods of sitting as well as working with a computer.
- Subject to random drug testing as policy states.

***Applications will be accepted until the position is filled.***

- ***ALL** positions require background checks and clearance from any criminal charges **prior** to employment.*
- ***Note:** any felonious or any of two (2) or more misdemeanor convictions will disqualify applicant from employment.*
- *All positions require initial drug testing upon hire, then random monthly drug testing.*
- *Selection for employment will be based on the Mescalero Apache Tribal Ordinance 06-02.*

**Applications available at the MAS Administration or on our website:  
maschiefs.org**

**Applications can be returned by mail, fax to 575-464-0053 or placed in the  
drop box outside the MAS Administration building or email:  
HR@mescalero.org**