



## MESCALERO APACHE TRIBE Position Description

**Position Title:** Office Manager  
**Department:** FDTRC  
**Employment Status:** Exempt  
**Grade:** E1

**Opening Date:** May 22, 2019      **Closing Date:**      **Opened Until Filled**

### Job Summary

Performs administrative, human resource, payroll and accounting functions for the office.

*This position description may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found or assigned to this position.*

### Duties and Responsibilities

- Answers telephones, checks email, assists visitors, and provides information.
- Reviews, corrects and submits time records for department.
- Monitors, reconciles, and assists with fiscal administration for the department, including but not limited to budgets, funding, grants, contracts, invoices for work completed, payroll, employment, travel, and/or purchasing; may assist with fiscal planning, including participating in seeking alternate sources of funding.
- Prepares correspondence, reports, minutes, agendas, memos, forms, directories, resolutions, ordinances, and other documents and communications from drafts, recordings, or verbal instruction as requested.
- Schedules, orders, appointments and maintains calendars for department; schedules, coordinates and facilitates meetings, facilities usage, events, and/or travel arrangements, as required.
- Establishes, updates, and maintains files, inventories, and records; orders supplies; implements and maintains data management systems.
- Provides general information and refers questions or concerns requiring policy interpretation
- Serves as the primary point of initial contact for the department; independently researches and prioritizes incoming issues and determines appropriate course of action, referral, and/or response.
- Receives, screens, evaluates, and determines appropriate response to all written correspondence received by the office and disseminates to appropriate programs.
- Maintains and updates database, records retention schedules and inventory of records. Retrieves, allocates space and stores records, files and boxes of records in accordance with policies and procedures.
- Supervising other administrative office staff.
- Performs other duties as assigned.

### Minimum Qualifications

- High School Diploma or GED
- Four years administrative experience and accounting or bookkeeping experience. Computer skills required.
- Must be 21 years of age.

- May be required to have a valid NM Driver's License.
- Must successfully pass a pre-employment drug/alcohol screen background investigation.
- Experience working with Federal Grants

*Tribal preference and Native American Indian preference shall apply to all positions.*

### **Knowledge, Skills and Abilities**

- Knowledge of workflow software
- Knowledge of modern office practices, procedures, and equipment.
- Knowledge of business English, proper spelling, grammar, punctuation, and basic arithmetic.
- Knowledge of NM Medicaid Insurance.
- Skill in operating business computers and office machines, including in a Windows environment, specifically Word, Excel, Access, and presentation software (such as PowerPoint).
- Skill in organizing resources and establishing priorities.
- Ability to represent the department in a professional manner, building respect and confidence.
- Ability to communicate effectively in the English language both verbally and in writing.
- Ability to establish and maintain professional relationships with individuals of varying social and cultural backgrounds and with co-workers at all levels.
- Ability to represent organization in a professional manner, building respect and confidence in the community.
- Ability to gather data, compile information, and prepare reports.
- Ability to create, compose, and edit written materials.
- Ability to maintain calendars and schedule appointments.
- Ability to maintain confidentiality.
- Ability to handle multiple tasks and meet deadlines.
- Ability to carry out instructions furnished in verbal or written format.

### **Physical Demands**

While performing the duties of this job, the employee regularly is required to sit; use hands and fingers to handle, or feel; and talk and hear. The employee occasionally is required to stand; walk; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

### **Work Environment**

Work is generally performed in an office or indoor setting with a moderate noise level. Evening, weekend, and/or holiday may be required.