

**HATCH VALLEY PUBLIC SCHOOLS**

**P. O. BOX 790**

**HATCH, NM 87937**

**Telephone: (575) 267-8200**

**Fax Number: (575) 267-8202**

**POSITION: ACCOUNTS PAYABLE CLERK**

**MINIMUM QUALIFICATIONS:** Working knowledge of basic office procedures; Knowledge of Accounts Payable, Accounts Receivable; Payroll and basic financial functions a plus; Operation of common office equipment and machines; Excellent computer skills; Strong work ethic; Excellent People Skills. Bilingual Applicants are encouraged to apply.

**REPORTS TO: Business Office Manager**

**BEGINNING DATE: As soon as possible**

**APPLICATION PROCEDURE:** Letter of Interest  
Current resume with current reference contact information  
Access application on HVPS website: [www.hatchschools.net](http://www.hatchschools.net)

**SUBMIT TO:** HATCH VALLEY PUBLIC SCHOOLS  
P. O. Box 790  
Hatch, NM 87937  
eramirez@hatchschools.net

**APPLICATION DEADLINE: Until Filled**

A job description is available upon request. Applicants will be screened based on information submitted, plus a review of work history, strength of references and specific experiences. Those applicants that emerge as the more qualified candidates will be forwarded to the Interview Committee.

A FBI FINGERPRINT BACKGROUND CHECK IS CONDUCTED ON EVERY NEW HIRE IN THE HATCH VALLEY PUBLIC SCHOOLS AT A COST TO THE EMPLOYEE. CONTINUED EMPLOYMENT WILL BE CONTINGENT UPON THE RESULTS OF THE BACKGROUND CHECK.

**Hatch Valley Public Schools is an Equal Opportunity Employer**

**Notice of Non-discrimination**

The Hatch Valley Public Schools does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Michael M. Chávez- Superintendent

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