

## **Administrative Assistant (Financial Department)**

We are currently looking for an experienced individual to provide administrative support in our finance department for our non-profit agency. M-F days, 40 hr/wk position. This position requires a good working knowledge of office procedures, including general clerical work and reconciliations, and a strong accounts receivable, billing, and Excel background. This position also requires extensive financial knowledge and understanding with strong attention to detail. Great benefits, EOE. Mail cover letter with resume to Human Resources, PO Box 35101, Albuquerque, NM 87176-5101, or email [scully@shareyourcare.org](mailto:scully@shareyourcare.org).