



SOUTHEAST NEW MEXICO COLLEGE
(Formerly NMSU Carlsbad)
1500 University Dr. Carlsbad NM 88220

**Southeast New Mexico College is looking to hire an
Accounts Receivable Clerk**

Qualifications: High School diploma or GED certificate with four (4) years of progressively responsible experience as an accounts receivable clerk or comparable position in accounts receivable, accounts payable/accounting/bookkeeping. Equivalency: Associate's Degree in accounting, business or related field with two years professional experience directly related to the standard duties as outlined or any equivalent combination of education, training and/or experience as approved by Human Resources Department. **Salary Range: \$18.18 - \$20.46 per hour DOE.** To apply, **please submit an application, cover letter, CV/Resume, three (3) References, and unofficial transcripts** by email to hr@senmc.edu. For additional information, please call Steven Gonzales at 575-234-9208 or email hr@senmc.edu. **Posting Dates: Open until filled.** SEMC is an equal opportunity and affirmative action employer.