



JOB POSTING

JOB TITLE: Finance Manager
LOCATION: Santa Ana Golf Club, Inc.
STATUS: (1) Full-Time
FLSA: Exempt
APPLICATION: Apply in person, via fax or U.S. mail (resumes alone not accepted)
DEPARTMENT: Santa Ana Maintenance
REPORTS TO: General Manager
SCHEDULE/SHIFT: Weekdays or as required

MINIMUM QUALIFICATIONS: Bachelor's degree in accounting related field, with 5-7 years related experience. QuickBooks experience/proficiency required. Experience with Microsoft Office required.

GENERAL POSITION DESCRIPTION: The Finance Manager is responsible for corporate financial planning and accounting practices and procedures, preparing for the annual independent financial audit, communicating financial information to all pertinent groups and individuals, including General Manager, Department Managers, SAGC, Inc. Board of Directors, Santa Ana Pueblo, and all government regulatory entities.

POSTING DATE: December 1, 2020
CLOSING DATE: Open until filled
EMPLOYMENT DATE: To be announced upon final offer of employment

ADDITIONAL REQUIREMENTS:
Final offers of employment are contingent upon successful results of a drug screen and, if appropriate, verification of driving record, background screening, and other employment related documents.

Santa Ana Golf Club, Inc.
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Fax 505-867-9050
<http://mynewmexicogolf.com>

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