

**TAOS MUNICIPAL SCHOOLS  
310 Camino de La Placita  
Taos, New Mexico 87571**

## **NOTICE OF VACANCY**

*January 9, 2018*

POSITION:

**Director of Finance**

QUALIFICATIONS:

Preferred Master's Degree or CPA Licensure  
Preferred Bachelor's Degree in Accounting or Related Field  
Demonstrated Experience in School Business Management  
Must Have Strong Public Relations/Communication Skills and Adept at Explaining Finances  
Must certify as the districts CPO (Certified Procurement Officer)  
Must Possess School Business Officials License issued from New Mexico Public Education Department or Eligible to Obtain within 90 Days of Employment

CONTRACT TERM:

Contract terms begins July 1, 2018

SALARY:

Negotiable

APPLICATION PROCEDURES:

Submit complete formal application, letter of interest and resume. Please provide (3) professional references attached to application. (TMS may contact secondary references).

SELECTION PROCEDURES:

Preliminary screening shall be made based on information contained in the written application, letter of interest and resume. Selected candidates will be interviewed.

APPLICATION DEADLINE:

Until Filled

SUBMIT TO:

Esther Winter, Director of Human Resources  
Taos Municipal Schools  
310 Camino de La Placita  
Taos, NM 87571

For questions please call (575) 758-5205 or (575) 758-5291  
[esther@taoschools.org](mailto:esther@taoschools.org), [sanmar@taoschools.org](mailto:sanmar@taoschools.org) or [samantha.martinez@taoschools.org](mailto:samantha.martinez@taoschools.org)

An application can be downloaded at [www.taoschools.org](http://www.taoschools.org)

***The Taos Municipal Schools is an equal opportunity employer and does not discriminate based on race, national origin, religion, age, sex, marital status or disability in compliance with federal and state laws***