

JOIN OUR TEAM

FIND JOBS NEAR LOCATION ▾

Job title, skill, keyword Santa Fe, NM, United States +50 mi ▾

🔍

ALL JOBS (104) NEW JOBS (62)

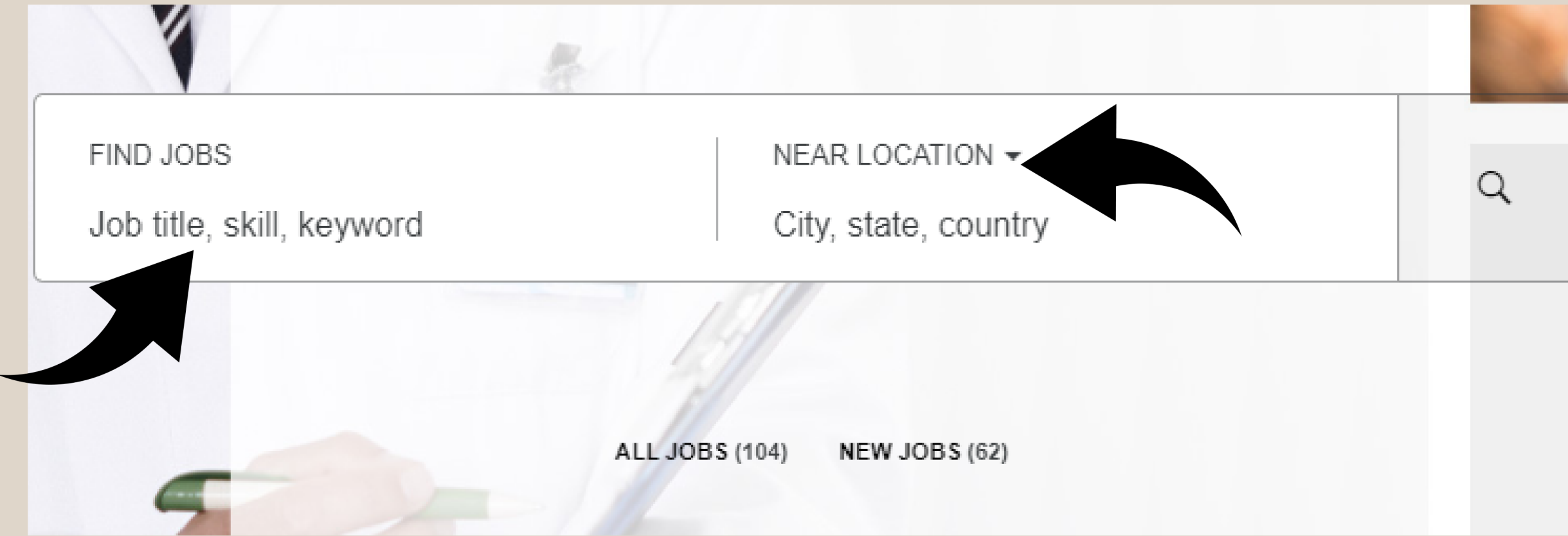


2022 BEST PLACES TO WORK
ALBUQUERQUE BUSINESS FIRST

Jobs@PMS Hotline: 866-661-5491

WELCOME

Thank you for applying to Presbyterian Medical Services! Please use this guide to help you create a new applicant profile and apply for opportunities available in your area



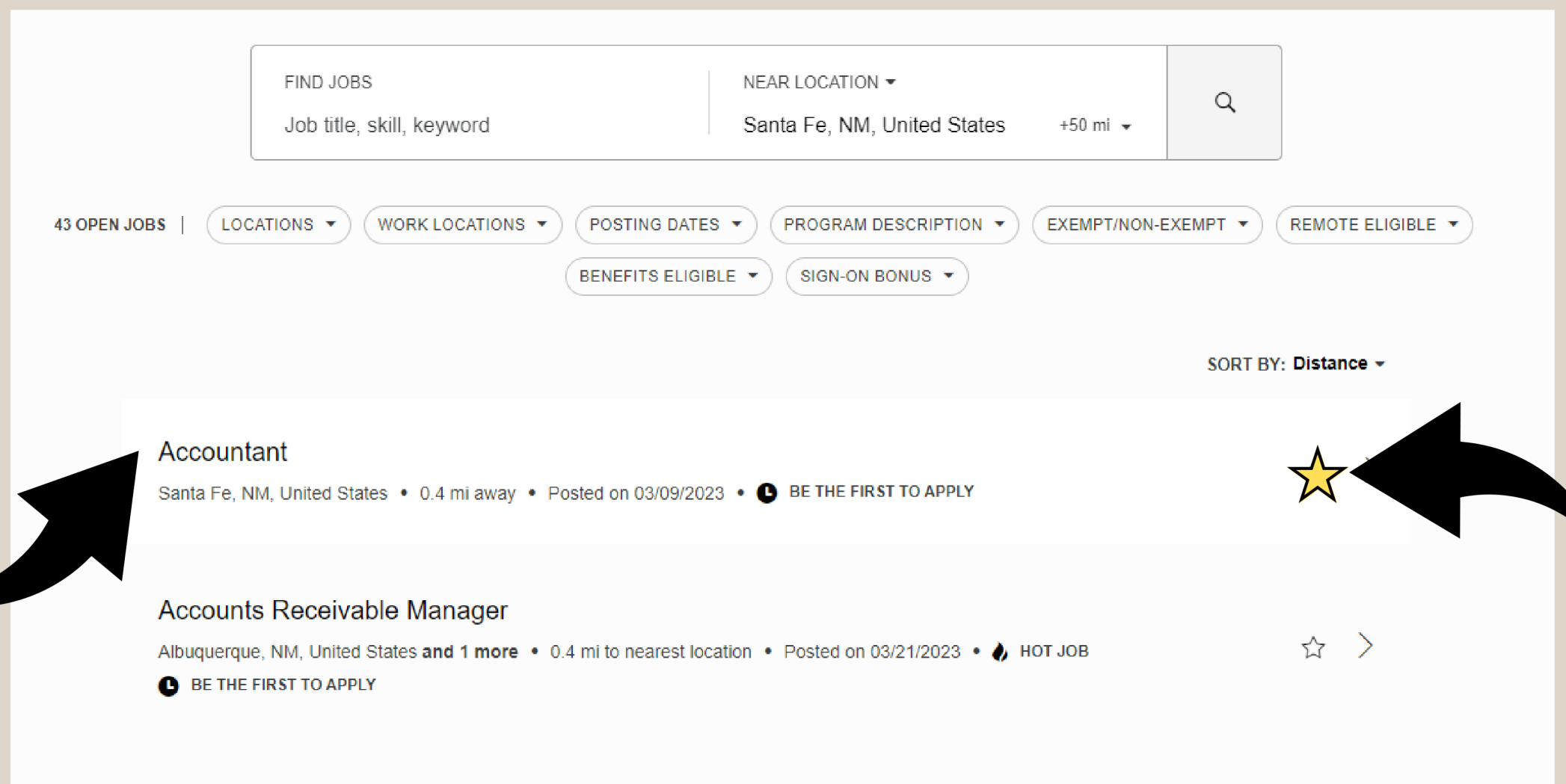
TO BEGIN:

Search for for open positions near you or search by job title or other key word

MAKE A SELECTION:

Locate the position of interest, click to open and review the description and necessary qualifications before applying.

Click on the star icon to save applications to your list of favorites!



ABOUT THE APPLICATION

Accountant

Santa Fe, NM, United States

BE THE FIRST TO APPLY

JOB DESCRIPTION

This position performs advanced accounting functions in the management of the organization's various business affairs. This position is assigned oversight responsibility for a group of PMS sites/programs as well as oversight of monthly reporting activities, budget management, and additional corporate financial responsibilities.

QUALIFICATIONS

REQUIREMENTS

EDUCATION AND/OR EXPERIENCE:

- Bachelor's Degree in Accounting or business related degree plus a minimum of three years accounting experience, OR a high school diploma/GED plus a minimum of seven years of accounting experience.

- Thorough knowledge of general business principles and practices, including general ledger accrual basis accounting, accounts payable, accounts receivable, and payroll.

- Knowledge and skill with automated financial applications, including personal computer and related software. Must be adept at Excel spreadsheet functionality; must learn and execute functionality quickly including macros, vlookups, linking, formulas, etc.

ABOUT US

ABOUT PMS

- Founded in 1969, PMS is a non-profit organization with over 1,300 employees providing services at 100+ locations in New Mexico.
- Our diverse services include primary care, dental, behavioral health, early childhood education, supportive living, and senior programs.
- We concentrate our resources on meeting the needs of underserved areas of New Mexico.
- We operate the largest network of federally qualified health centers in the state.
- PMS is not affiliated with Presbyterian Healthcare Services, Presbyterian Hospitals or Presbyterian Health Plan.

ABOUT NEW MEXICO

- New Mexico offers a mix of Hispanic, Native American and Anglo cultures.
- The Land of Enchantment averages 310 days of sunshine a year combined with a mild, dry climate and four distinct seasons.

ABOUT THE TEAM

WHY PMS?

- Mission-driven organization
- Competitive salaries
- Nine paid holidays and generous PTO
- Medical, dental & vision insurance
- Free Life & LTD coverage
- Free discretionary pension plan contribution
- Employee recognition and engagement activities
- Robust training program
- Tuition reimbursement

APPLY NOW

JOB INFO

Job Identification	7032
Posting Date	03/09/2023, 12:34 PM
Job Schedule	Part time
Job Shift	Day
Locations	1422 Paseo De Peralta, Santa Fe, NM, 87501, US

← Briefly describes important details about the position of interest

← Overview of education and experience requirements of the position

← Valuable overview about the PMS organization and communities served

← Click on apply now to create profile

CREATING YOUR PMS PROFILE

You don't need to have an account

Get started right away by simply using your email. Your profile will be created and kept up to date automatically as you enter details for each of your job applications.

Email Address *

I agree with the terms and conditions *

← CANCEL

NEXT ▶

Enter your primary email address and agree with terms and conditions. To review terms and conditions, simply click on the title.

Select next to begin entering your contact information

CONTACT INFORMATION

Please enter your legal name and contact information.

Last Name *

First Name

Title

Middle Name

Email Address

Reenter Email Address *

Phone Number *

ADDRESS

Please enter your home address.

Country *

State *

County *

City *

ZIP Code *

Address Line 1 *

Address Line 2

Address Line 3

APPLICATION QUESTIONS

Please answer the following questions.

Do you have any relatives currently employed at PMS? *

If yes, please add full name of relative(s) in the comments section.

Are you 18 years of age or older? (If not, you may be required to provided authorization to work). *

How did you hear about us? *

Please provide the last four digits of your social. *

Are you now, or have you ever been, a PMS employee, temporary (contracted) employee, volunteer, student intern, resident, locum tenens, or independent contractor? *

If hired, can you furnish proof that you are eligible to work in the United States? *

CREATING YOUR PMS PROFILE

- Please enter all information in the applicable fields.
- Application questions will need to be entered each time you apply for a new position

CREATING YOUR PMS PROFILE

LICENSES AND CERTIFICATES

Please provide all licenses and certifications.

ADD LICENSE

COMPLETED EDUCATION

Please provide details about your completed education.

ADD EDUCATION

EDUCATION IN PROGRESS

Please provide details about your education in progress.

ADD EDUCATION

License or Certificate *

Country *

United States

State

Issued By *

Certificate Number

Issue Date *

Month | Day | Year

Expiration Date

Month | Day | Year

45 Hour Entry Level ECE Course

Advanced Cardiovascular Life Support (ACLS)

Assessment Based Recognition (ABR) for Medical Assistants

Basic Life Support

BC - Adult Health Clinical Nurse Specialist Cert. (ACNS)

BC - Adult Nurse Practitioner (ANP)

Degree *

School Name

Start Date

Month | Day | Year

End Date *

Month | Day | Year

Country *

City

Minor

Associate degree

Bachelors

Dental Assistant Basic Class

Doctor of Dental Surgery (DDS)

Doctor of Medicine (MD)

Doctor of Medicine in Dentistry (DMD)

LICENSES & CERTIFICATES

Enter certificate and licensure information in this section .

Use the search feature to locate appropriate licenses or certificates. There is an add option to create multiple entries

COMPLETED EDUCATION

Enter completed education to include high school diploma/ GED, completed certificate courses, and college degree information.

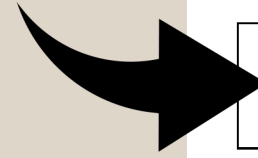
Use the drop down arrows or search feature

CREATING YOUR PMS PROFILE

PREVIOUS EMPLOYMENT

Please list ALL related paid, volunteer, and/or intern experience, including PMS positions. At a minimum, you must account for every month in the last three years, including periods of unemployment.

ADD EXPERIENCE



Employer Name *

Job Title *

Start Date *

Month | Year

End Date *

Month | Year

Current Job

Employer Country *

Employer City *

Responsibilities *

Part Time

Employer Phone

Direct Reports

Supervisor Name *

Supervisor Title

Supervisor Email

Supervisor Phone

Reason for Leaving *

Ending Compensation *

EMPLOYMENT HISTORY TIPS:

- Provide detailed information about duties and responsibilities
- Make multiple entries
- Include details about any gaps in employment to account for the previous 3 years

CREATING YOUR PMS PROFILE

REFERENCES

Provide contact information for at least four individuals who can verify your suitability for this position. Please include current and/or recent supervisors. If you have no work experience, list educational references and/or personal references who are not related to you.

ADD REFERENCES

REFERENCES

- Create at least 4 professional/ personal reference entries
- Use the drop down arrow to select the appropriate relationship type

Reference Name *

Reference Email Address

Reference Job Title

Reference Phone Number *

Organization

Relationship Type *

Address

City

State

Zip Code

Relationship Type *

Client
Colleague
Friend
Instructor
Supervisor

CREATING YOUR PMS PROFILE

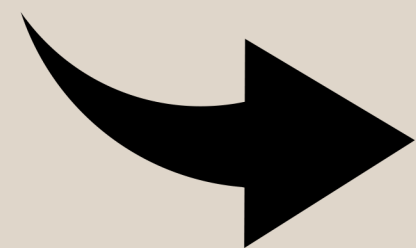
SUPPORTING DOCUMENTS AND URLS

Please add any additional documents or URLs.

 <p>DROP RESUME HERE</p> <p>or</p> <p>UPLOAD RESUME</p>	 <p>DROP COVER LETTER HERE</p> <p>or</p> <p>ADD COVER LETTER</p>
--	---

RESUME

Drag and drop resume or upload from computer
and add cover letter if preferred.



Be sure to add resume information to employment history
section of PMS profile

CREATING YOUR PMS PROFILE

Each time a new application is completed, three questionnaires will generate. PMS is an equal opportunity employer and this data is valuable for reporting purposes.

DIVERSITY INFORMATION

As an equal opportunity employer, we hire without consideration to race, religion, creed, color, national origin, age, gender, sexual orientation, marital status, veteran status or disability. We invite you to complete the optional self-identification fields below used for compliance with government regulations and record-keeping guidelines.

Ethnicity

Hispanic or Latino

Select the races you identify with.

American Indian or Alaska Native

Asian

Black or African American

Native Hawaiian or other Pacific Islander

White

Gender

DISABILITY INFORMATION

Voluntary Self-Identification of Disability

Form CC-305
OMB Control Number 1250-0005
Expires 05/31/2023
Page 1 of 1

Name

Employee ID:
(if applicable)

Date: 4/21/2023

Why are you being asked to complete this form?

We are a federal contractor or subcontractor required by law to provide equal employment opportunity to qualified people with disabilities. We are also required to measure our progress toward having at least 7% of our workforce be individuals with disabilities. To do this, we must ask applicants and employees if they have a disability or have ever had a disability. Because a person may become disabled at any time, we ask all of our employees to update their information at least every five years.

Identifying yourself as an individual with a disability is voluntary, and we hope that you will choose to do so. Your answer will be maintained confidentially and not be seen by selecting officials or anyone else involved in making personnel decisions. Completing the form will not negatively impact you in any way, regardless of whether you have self-identified in the past. For more information about this form or the equal employment obligations of federal contractors under Section 503 of the Rehabilitation Act, visit the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

How do you know if you have a disability?

You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition. *Disabilities include, but are not limited to:*

- Autism
- Cerebral palsy
- Missing limbs or partially missing limbs
- Autoimmune disorder, for example, lupus, fibromyalgia, rheumatoid arthritis, or HIV/AIDS
- Deaf or hard of hearing
- Depression or anxiety
- Nervous system condition for example, migraine headaches, Parkinson's disease, or Multiple sclerosis (MS)
- Blind or low vision
- Diabetes
- Epilepsy
- Gastrointestinal disorders, for example, Crohn's Disease, or irritable bowel syndrome
- Psychiatric condition, for example, bipolar disorder, schizophrenia, PTSD, or major depression
- Cancer
- Intellectual disability

Please check one of the boxes below:

- Yes, I Have A Disability, Or Have A History/Record Of Having A Disability
- No, I Don't Have A Disability, Or A History/Record Of Having A Disability
- I Don't Wish To Answer

VOLUNTARY VETERAN INFORMATION

"Protected" veterans include the following categories:

- (1) disabled veterans;
- (2) recently separated veterans;
- (3) active duty wartime or campaign badge veterans; and
- (4) Armed Forces service medal veterans. These categories are defined below.

A "disabled veteran" is one of the following:

- Veteran of the U.S. military, ground, naval or air service who is entitled to compensation under laws administered by the Secretary of Veterans Affairs; or
- Person who was discharged or released from active duty due to service-connected disability.

A "recently separated veteran"

An "active duty wartime or campaign badge veteran"

An "Armed forces service medal veteran"

[Click here for detailed definition descriptions](#)

Veteran Status

I am a Protected Veteran

Declines to Self-Identify

Not a Protected Veteran

PLEASE COMPLETE EACH SECTION AS IT APPLIES TO YOU

CREATING YOUR PMS PROFILE

E-SIGNATURE

Read the following carefully. This page contains important information about your application for employment with Presbyterian Medical Services. You MUST acknowledge and sign off on the below information in order to submit your application.

[Show More](#)

Full Name *

TYPE YOUR FULL NAME HERE AND SUBMIT APPLICATION

SUBMIT ▶

CONGRATULATIONS

You can now view
the application
status in your PMS
profile!

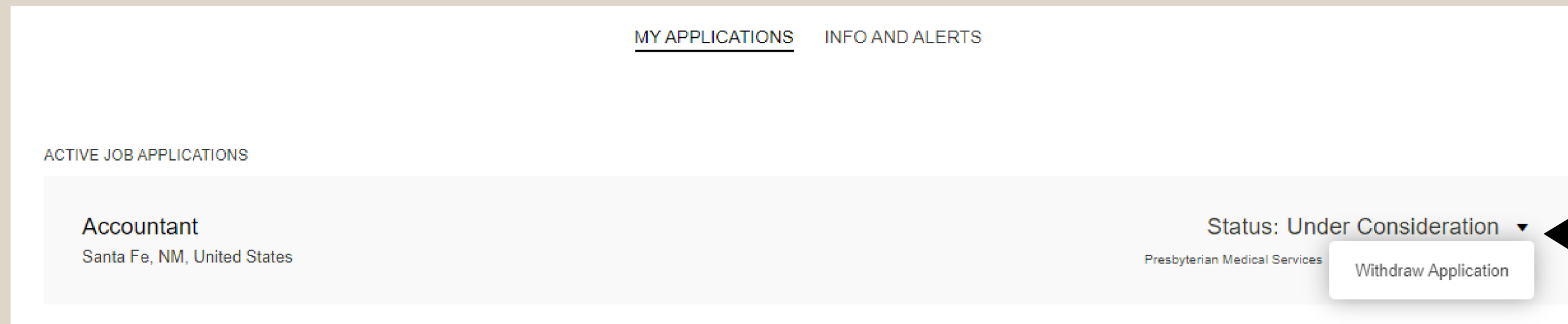
THANK YOU FOR YOUR APPLICATION!

NEXT STEPS:

- Your application will be reviewed by PMS
- If the application requires additional information, a PMS representative will reach out to you
- If you have questions regarding an application, please contact the PMS jobs hotline at 1-866-661-5491 or email to recruit@pmsnm.org
- If you are no longer interested in a position or need to make corrections, please follow the steps on the next page

THANK YOU FOR YOUR APPLICATION!

VIEWING YOUR APPLICATION IS EASY!



You can view application status in your profile. If edits or corrections are needed, withdraw your application here. Please use the arrow option to view and withdraw any application associated with your profile.