



New Mexico's nonprofit accounting firm 501(C)PA wants to hire a Junior Accountant. We are bringing new clients onboard and need additional staff to help service these clients and our current clients.

### **JOB SUMMARY**

The Junior Accountant will provide support services to our team of staff accountants. Work may include accounts receivable or accounts payable processing, downloading bank transactions into Google Sheets or Excel coding templates, soft bank and credit card reconciliations, and cross train in payroll. This position may also assist with data entry using Excel to format and import large amounts of financial data into the client's MIP general ledger.

**Salary Range** is \$37,000 to \$45,000 annually. Please apply by submitting a cover letter and your resume at <https://www.indeed.com>.

### **Essential Job Functions**

- Download client bank transactions, code them for MIP import.
- Process client Accounts Payable and provide reports to the client for review and approval.
- Maintain accounts receivable, document bills and supporting documentation.
- Work with MIP Fund Accounting software, Microix, EWS, Excel, Word, Practice CS, and other software as assigned. Training is provided.
- Crosstrain in all functions of payroll to include entering timesheets, reconciling entries to source documents, running payroll, making payroll tax deposits, and preparing and submitting other payroll compliance reports as required.
- Assist with the annual 1099 processing and vendor analysis.
- Interact with clients and colleagues in a friendly, professional, and courteous manner.
- Must be reliable in meeting critical work deadlines and proactive in communicating with supervisor and staff accountants to confirm work completion or to request help on a timely basis for problem-solving or when a deadline may be a risk.

### **Competencies**

- Proficient in Excel
- Solid knowledge of Generally Accepted Accounting Principles (GAAP)
- Demonstrated mature judgment and collaboration skills
- Ability to work independently with limited supervision
- Excellent written and verbal communication and interpersonal skills



- Organized and methodical approach to work assignments with great attention to detail and accuracy of work
- Strong problem-solving and analytical skills

### **Required Qualifications**

- Associates degree in business, accounting or finance
- Plus, one year of directly related accounting experience
- *OR* three years of accounting experience of which one year must be in AP/AR processing and proficiency in Excel

### **Work Environment**

New staff will work on-site during orientation week and have a hybrid in-office/at-home operations going forward. Dress code is business casual.

### **Position Type/Expected Hours of Work**

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional extra work may be required as job duties demand, and as a professional employee, the Junior Accountant is expected to recognize when deadlines or other work demands require such extra time and effort.