



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

The Staff Accountant is the primary point of contact for assigned client relationships and, as such, becomes a trusted, integral part of our clients' administrative team. The Staff Accountant is a fundamental participant in the month-end close process and on a monthly basis, has responsibilities that include bank transaction downloads, journal entries, and account reconciliations. Additionally, this position prepares variance analysis with the selected candidate having a deep understanding of the underlying activity associated with each transaction being recorded and requires constant collaboration with team members from several different departments within the organization. Collaboration, curiosity, ability to work independently and be self-motivated are all important characteristics. Prior experience with nonprofit accounting is preferred.

Salary Range is \$46,000 to \$60,000 annually. Please apply by submitting a cover letter and your resume.

Essential Job Functions

- Manage all accounting transactions.
- Handle monthly, quarterly, and annual closings.
- Reconcile accounts and investigate discrepancies.
- Prepare accurate financial statements and other reports for assigned clients on a timely basis.
- Present client financials to the organization internal staff members.
- Ensure supporting documents are prepared and filed according to our work standards.
- Assist clients with annual budget preparation.
- Assist client auditors by providing reconciliations and internal financial reports.
- Ensure clients are well informed of work progress, challenges, and maintain friendly and professional client relations.
- Comply with financial policies and regulations.
- Work with MIP Fund Accounting software, EWS, Microix, Excel, Word, Practice CS, and other software as assigned. Training is provided.
- Continuing professional education.

Competencies

- Solid knowledge of Generally Accepted Accounting Principles (GAAP)
- Strong problem-solving and analytical skills
- Organized and methodical approach to work assignments with great attention to detail and accuracy of work



- Strategic thinking
- Ability to be flexible while working on concurrent projects of equal importance
- Demonstrated mature judgment and collaboration skills
- Strong accounting skills, including all aspects of the accounting cycle and non-profit financial statement preparation
- Ability to work independently, complete work timely, and work well as a team member
- Strong interpersonal communication skills and customer-focused service attitude
- Sound grasp of grant reporting and related account structures

Required Qualifications

- Bachelor's Degree in Accounting, Business, Financial or related degree
- *or* Masters' Degree in Accounting, Business, Financial or related degree
- Plus, three years of directly related accounting experience of which one year must be in financial statement and budget preparation 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 Staff Accountant is expected to recognize when deadlines or other work demands require such extra time and effort.