

STAFF ACCOUNTANT

JOB DESCRIPTON

JOB INFORMATION

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| Job Title | Staff Accountant |
| LOCATION | Office <input checked="" type="checkbox"/> Remote <input checked="" type="checkbox"/> |

JOB SUMMARY

The Staff Accountant plays a key role in ensuring the accuracy and timeliness of the organization’s accounting records. Reporting directly to the Deputy Director of Finance & Operations, this position is responsible for performing day-to-day accounting functions, including the preparation of financial statements, general ledger entries, and maintaining accurate records of financial transactions. The Staff Accountant ensures that the organization adheres to agency financial policies, funding requirements, and generally accepted accounting principles (GAAP). This role will support the financial operations related to federal, state, and private grants, as well as subcontracting activities.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- Maintain and reconcile general ledger accounts, ensuring accuracy and compliance with GAAP.
- Maintain QB fund accounting of appropriate expenses for each grant to invoice, ensure supporting documentation is available, and prepare reimbursement requests to funders including QB reports to support the reimbursement request, enter receivables and income in QB, track and enter payments, coordinate with payer on any payment issues.
- Day-to-day entry and processing of payables including proper QB expense and fund account coding, payment of checks and direct deposits for operating expenses as well as sub-grantee payments.
- Maintain timesheets that reflect grant allocations, run payroll in QuickBooks, pay Federal and state payroll taxes and retirement withholdings, ensure all appropriate payroll deductions are taken.
- Prepare reconciliations of all agency bank and credit cards accounts.
- Prepare and process journal entries, transactions, and other accounting documents.
- Assist with the preparation of financial reports, ensuring timely and accurate submission.
- Support the Deputy Director of Finance & Operations in managing federal, state, and private grants.
- Assist in the review and compliance of financial records with agency policies and funding requirements.
- Collaborate with other staff members to ensure timely and accurate processing of financial transactions.
- Ensure internal controls and appropriate authorizations/signatures are in place for all accounting tasks and that fund accounting and approved cost allocations methods are used among grants.
- Prepare documentation for annual single-audit and 990 filing.
- Prepare year end entries, W-2’s, and 1099’s.
- Maintain organized and up-to-date financial documentation.

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Bachelor's degree in accounting or related field. CPA preferred or a minimum of five years of direct experience in non-profit bookkeeping and/or accounting.
- High degree of knowledge and proficiency with QuickBooks Enterprise desktop
- Strong knowledge of generally accepted accounting principles and best practices
- Must be able to represent agency's mission and social justice values when performing work related activities
- Strong interpersonal skills and the ability to work collaboratively across diverse teams.
- Conduct relationships in such a way as to promote mutual respect, public respect, and assurance of financial credibility
- This position is subject to Criminal Background Check (post-offer)
- Familiarity with Federal Funding and Regulations (OMB Circulars, etc.)

SALARY/BENEFITS

- Salary commensurate with education and experience. (Range: \$75,000 - \$85,000)
- Full-Time (30 – 40 hours per week)
- Health Insurance - 100% paid by employer (+ employee payments for higher level of insurance)
- Flexible work hours and location. This position offers a flexible remote work environment; however, the candidate must be located within a reasonable distance from our office to attend on-site meetings, collaborate with the team, or participate in special events as needed.
- Some travel required throughout NM. Regular participation in federal OMB Circular and OVW Financial Trainings. One national conference/meeting is required annually.

NMCSAP is an Equal Opportunity Employer. To apply send resume, letter of interest and three professional references to Theresaa@nmcsap.org. No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".