



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Accounting Specialist

JOB DESCRIPTION

The Accounting Specialist position is responsible for financial and accounting support activities and processing. Position will process accounts payable, accounts receivable and payroll. Cross training will take place to assist with other organizational operations. This is a full-time, position employed in our Santa Fe office.

STATEMENT OF DUTIES

Duty	Percent of Total
Responsible for accurately performing accounts payable functions and accounts receivable functions using MIP Accounting Software	85%
Assist with accurately performing payroll functions using Isolved time online	15%

EXAMPLES OF WORK PERFORMED

- Process, monitor and manage accounts payable
- Prepare accounts payable checks and disbursements
- Process purchase requisitions and purchase orders
- Comply with relevant reporting requirements
- Calculate and prepare benefits and/or tax payments and reports
- Check and verify source documents such as invoices, receipts, computer printouts
- Prepare ACH functions for contractor payments
- Process, monitor and manage accounts receivable
- Process cash receipts
- Process bi-weekly payroll using Sage/Encore online system
- Process purchase requisitions and purchase orders
- Assist with maintaining complete filing system to support accounting/financial records
- Assist with budget preparation and audits
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contributes to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Minimum of one year of experience working with computerized accounting and payroll systems performing accounting support activities and functions. Experience with MIP accounting system is preferred.
- Knowledge of federal, state, and local regulations and policies, grant compliance and administration and knowledge of governmental accounting is required; knowledge of the Older Americans Act and regulations is beneficial.
- Proficient in Microsoft Office software, use of spreadsheets, relational databases and word processing; able to type; proficient on 10-key calculator.
- Ability to accurately interpret, analyze, summarize and compile data and make sound decisions;
- Demonstrate strong organizational skills and good communication skills (writing, spelling, listening, and speaking).
- Maintain effective working relationships with NCNMEDD staff, vendors, the public and private organizations; ability to work with people experiencing difficult issues; ability to work and perform in conflict/crisis environments.
- Ability to establish priorities; knowledge of problem-solving techniques; ability to design corrective actions or solutions to problems and to measure effectiveness; attain goals and identify problem area.

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Training in MIP accounting system, Sage/Encore payroll and NCNMEDD accounting procedures is required for this position. Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

DECISION-MAKING

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

COMMUNICATIONS

This position reports to the Finance Director. This position requires interaction with NCNMEDD employees and contractors, New Mexico state agencies staff, Federal agencies staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

NCNMEDD has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, retirement, paid time off and PERA retirement.

Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.

Application Deadline: Until Filled

Questions: Please contact Bernadette Segobia-Abeyta, NCNMEDD Finance Director at 505-609-9439 or bernadettes@ncnmedd.com.