State Bar of New Mexico
Est. 1886

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# NOTICE OF JOB OPPORTUNITY

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| Announcement Date: | 11/12/2026 |
| Position: | Senior Staff Accountant<br>(Full-Time) Salaried/Exempt |
| Salary: | $80,000 - $85,000/year depending on experience and qualifications |
| Location: | Albuquerque, NM |

## POSITION OVERVIEW

The State Bar of New Mexico is a professional membership organization of attorneys licensed to practice law in New Mexico. The mission of the State Bar is to be a united and inclusive organization serving the legal profession and the public.

The State Bar of New Mexico (SBNM) seeks qualified applicants to join our team as a full-time (40 hours/week) **Senior Staff Accountant**. The senior staff accountant serves as the organization's senior on-site accounting professional, providing day-to-day leadership of accounting operations for the State Bar of New Mexico and New Mexico State Bar Foundation. Reporting administratively to the Chief Operating Officer and coordinating closely with CliftonLarsonAllen (CLA), the organization's outsourced CFO services provider, this position oversees the accuracy and timeliness of general ledger activity, reconciliations, revenue accounting, financial close, and supporting financial information. The Senior Staff Accountant supervises the Staff Accountant, strengthens internal controls and accounting workflows, and serves as the primary on-site liaison with CLA for routine accounting matters. Strategic financial direction, CFO-level decisions, and final oversight of financial statements and organizational financial strategy remain with CLA and organizational leadership.
Salary: $80,000/year-$85,000/year depending on experience and qualifications. ***Generous benefits package included***. This position is eligible for partial telecommuting within NM. Qualified applicants should submit a cover letter and resume to HR@sbnm.org. *See below for details and application instructions*.

## DUTIES AND RESPONSIBILITIES

1. Lead and coordinate daily general accounting operations, establish work priorities, monitor deadlines, and review the completeness and accuracy of accounting records for both entities.

2. Supervise, train, coach, and evaluate the Staff Accountant; assign and review work, provide technical guidance, and promote consistent documentation and accountability.
3. Coordinate the monthly and year-end closing process, including close schedules, general ledger reviews, adjusting journal entries, accruals, prepaid expenses, depreciation, and inter-entity transactions.
4. Review bank and balance-sheet account reconciliations, investigate variances, resolve outstanding items, and maintain supporting schedules and documentation.
5. Oversee revenue accounting, including revenue recognition, receivables, deposits, restricted and conditional contributions, grants, membership-related revenues, and related reconciliations.
6. Maintain and review the chart of accounts, department and program coding, and financial records to support accurate reporting across both entities.
7. Prepare and review accounting schedules, trial balances, financial analyses, and supporting reports for CLA; research and explain material fluctuations and unusual transactions.
8. Serve as the primary on-site accounting contact for CLA, coordinate information requests, implement agreed accounting procedures, and escalate complex or material matters for CFO-level review.
9. Support annual operating and program budget development by compiling departmental information, preparing budget-to-actual analyses, and identifying variances for CLA and management review.
10. Coordinate accounting support for payroll, including reconciliation of payroll registers, payroll-related general ledger entries, liabilities, and benefit-related accounting with HR and the external payroll provider.
11. Coordinate preparation of audit schedules, reconciliations, documentation, and responses to independent auditor inquiries; support CLA and external preparers with Form 990 information.
12. Monitor internal accounting controls, segregation of duties, record retention, and reconciliation practices; recommend process improvements and report control concerns to CLA and organizational leadership.
13. Collaborate with department leaders to clarify coding, reconcile program revenues, support financial reporting needs, and improve understanding of financial information.
14. Support accurate accounting for annual attorney licensing, continuing legal education, grants, donations, and other organizational programs, in coordination with relevant departments.

**OTHER RESPONSIBILITIES:**

1. Respond promptly and professionally to accounting inquiries from staff, leadership, CLA, auditors, and other authorized parties.
2. Maintain organized, secure, and complete accounting records, reconciliations, and supporting files.
3. Assist with accounting-system improvements, documentation of procedures, and special financial projects as assigned.
4. Perform other related general accounting and supervisory duties consistent with the position.
5. Support internal training sessions on financial literacy or budget processes for non-financial staff and Board members.
6. Other duties as assigned by the Chief Operating Officer and Executive Director.

**MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

1. Bachelor's degree in accounting or a closely related field.
2. At least five years of progressively responsible accounting experience, including general ledger accounting, reconciliations, financial close, and financial reporting.

**PREFERRED EXPERIENCE:**

1. Experience with nonprofit accounting and multiple-entity financial records preferred. CPA designation preferred.
2. Experience with Sage Intacct preferred.
3. Demonstrated experience leading or reviewing the work of other accounting staff; prior formal supervisory experience preferred.

**REQUIRED SKILLS AND ABILITIES**

1. Strong knowledge of U.S. generally accepted accounting principles, accrual accounting, financial controls, and month-end and year-end closing procedures.
2. Knowledge of nonprofit accounting, including contributions, grants, restrictions, and program-based reporting.
3. Ability to supervise, train, delegate, review work, and provide constructive feedback.
4. Strong analytical judgment, reconciliation skills, attention to detail, and ability to investigate discrepancies.
5. Advanced Microsoft Excel skills and highly proficient with accounting software and financial reporting systems.
6. Ability to coordinate effectively with an outsourced CFO, external auditors, senior leadership, staff, non-financial colleagues, outside attorneys and business vendors.
7. Excellent written and verbal communication, confidentiality, time management, and organizational skills.
8. Ability to work independently, prioritize competing deadlines, and identify matters requiring escalation.
9. Excellent project management, organization, prioritization, problem-solving, and decision-making abilities.
10. Ability to work effectively with executive leadership and collaborate across departments with differing priorities and needs.

**CONDITIONS OF EMPLOYMENT**

1. Employees must be United States Citizens or eligible to work in the United States.
2. Employment with the State Bar is on an "at-will" basis.
3. Employees are required to adhere to all State Bar policies and procedures.
4. The State Bar provides reasonable accommodation to applicants with disabilities.
5. Occasional evening and weekend work may be required.
6. Occasional travel may be required.
7. This position qualifies for partial telecommuting. Partial telecommuting may not be available at all times during the year.

**BENEFITS**

The State Bar provides a generous benefits package to eligible employees including:

1. Fourteen paid holidays

2. Paid Time Off (PTO) in the amount of 20-32 days per year, depending on length of service (prorated for employees working less than 40 hours per week).
3. Benefits plans includes:
    a. Health Insurance
    b. Dental Insurance
    c. Vision Insurance
    d. Group life insurance
    e. Short Term and Long-Term Disability
    f. Flexible Spending Account
    g. Retirement Savings (401k) – 6% match
    h. Wellness Benefit Program
    i. Employee Assistance Program

**APPLICATION INFORMATION**

Qualified applicants **must submit a cover letter and resume by email to hr@sbnm.org**

*Please use the following naming convention in your subject line: "Your Name" – Senior Staff Accountant*

***Applications must be submitted in ONE PDF document.***

*Illegible, incomplete and/or incorrectly submitted applications may result in loss of consideration for the position. Zip files will not be accepted. Only qualified applicants will be considered for this position and are encouraged to apply. Only applicants selected for an interview will be contacted and must travel at their own expense. The State Bar of New Mexico reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the State Bar may select a candidate from the original qualified applicant pool.*

*By submitting an application, you are certifying that information set forth in your application is true and complete. Any falsified or misrepresented statements in any detail, at any time during the pre-hire process shall be considered sufficient cause for disqualification from further consideration for hire or for dismissal at any time, if employed.*

*This position is not eligible for relocation assistance.*

**THE STATE BAR OF NEW MEXICO IS AN EQUAL OPPORTUNITY EMPLOYER**