

## NOTICE OF JOB OPPORTUNITY

Announcement Date:	3/12/2024
Position:	Staff Accountant (Full-Time) Salaried/Exempt
Salary:	\$50,000/year-\$60,000/year depending on experience and qualifications
Location:	Albuquerque, NM This position qualifies for partial telecommuting within 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) **Staff Accountant**. This position performs general cost accounting functions in the accounting department, including bank reconciliations, accounts receivable, accounts payable, payroll, posting journal entries, performing month-end closing procedures, and producing financial reports. The Staff Accountant also assists in the annual financial audit process and is responsible for maintaining accounting records and responding to inquiries received by the accounting department. \$50,000/year-\$60,000/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](mailto:HR@sbnm.org). *See below for details and application instructions.*

### DUTIES AND RESPONSIBILITIES

- Prepares and processes all cash deposits with the various financial institutions.
- Reconciles all bank accounts and prepares monthly reconciliation reports.
- Creates invoices according to company practices and submits invoices to customers.
- Records customer payments and other transactions related to accounts receivable.
- Generates monthly billing statements for outstanding invoices and distributes to customers.
- Maintains and updates vendor records for any changes.
- Reviews new vendor information and enters them into accounting system, confirms compliance with internal control procedures for all requested vendor payments, and processes payments to vendors as approved.
- Voids and re-issues lost accounts payable checks and issues stop-payment orders as needed.

- Maintains and updates vendor records for any changes.
- Confirms compliance with internal control procedures for internal credit card transactions and verifies correct general ledger coding in each transaction.
- Reconciles monthly credit card statements and imports monthly activity into accounting system.
- Processes semi-monthly timesheets and enters hours worked and changes received from HR into the payroll system. Processes semi-monthly payroll and remittance of applicable payroll taxes.
- Prepares and posts month-end closing journal entries including payroll & payroll tax accruals, intercompany allocations, monthly depreciation, and prepaid expenses.
- Assists with preparation for the annual financial audit and coordinates with auditors during the audit process.

### **MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS**

- High school diploma required. Associate's degree or other certification in Accounting or Bookkeeping preferred.
- Five or more years relevant, progressive experience in the field.

### **REQUIRED SKILLS AND ABILITIES**

- Thorough understanding of bookkeeping practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to follow verbal and written instructions.
- Proficient in Microsoft Office Suite or similar software.
- Knowledge of spreadsheets and accounting software.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.

### **CONDITIONS OF EMPLOYMENT**

- Employees must be United States Citizens or eligible to work in the United States.
- Employment with the State Bar is on an "at-will" basis.
- Employees are required to adhere to all State Bar policies and procedures.
- The State Bar provides reasonable accommodation to applicants with disabilities.
- Occasional evening and weekend work may be required.
- Occasional travel may be required.
- 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:

- Thirteen paid holidays
- 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).
- Benefits plans includes:
  - Health Insurance
  - Dental Insurance
  - Group life insurance
  - Short Term and Long-Term Disability

- Flexible Spending Account
- Other Optional Benefits
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

### **APPLICATION INFORMATION**

Qualified applicants **must submit a cover letter and resume by email to [hr@sbnm.org](mailto:hr@sbnm.org)**

*Please use the following naming convention in your subject line: “Your Name” – 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

