

NOTICE OF JOB OPPORTUNITY

Announcement Date:	5/29/2025
Position:	Staff Accountant (Full-Time-Exempt position)
Salary:	\$65,000 - \$70,000/year depending on experience and qualifications
Location:	Albuquerque, NM This position qualifies for partial telecommuting

POSITION OVERVIEW

The State Bar of New Mexico (SBNM) is a professional 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 SBNM seeks a qualified applicant to join our team as a full-time (40 hours/week) Staff Accountant. The successful incumbent will be responsible for performing general accounting functions, including bank reconciliations, accounts receivable, accounts payable, payroll, posting journal entries, and performing month-end closing procedures. This position will also assist in the annual financial audit process and is responsible for maintaining accounting records and responding to inquiries received by the accounting department. The salary range is \$65,000 - \$70,000/year, depending on experience and qualifications. ***Generous benefits package included.*** This position may qualify for partial telecommuting, at the discretion of the supervisor, after a training period. Qualified applicants should submit a cover letter and resume, in a single PDF, to HR@sbnm.org. *See below for details and application instructions.*

DUTIES AND RESPONSIBILITIES

- Reconciles revenue transactions and prepares journal entries for review by the Director of Finance in order to post activity in the general ledger. Requires in-depth knowledge of revenue recognition accounting principles.
- Prepares monthly bank reconciliations for review by the Director of Finance.
- Prepares accounts receivable invoices and monitors accounts receivable balances for timely collection of amounts owed and identification of accounts receivable for possible write-off if collection efforts are unsuccessful.
- Assists with the processing of accounts payable, ensuring compliance with established financial policies and procedures. Requires strong understanding of the accrual basis of accounting.
- Assists with the reconciliation and processing of credit card payables ensuring compliance with company credit card use policies.

- Prepares various month-end journal entries for review by the Director of Finance including payroll, depreciation, prepaid expenses, and intercompany transactions.
- Assists with the preparation of monthly financial reports.
- Assists with preparation of schedules needed for the annual financial audit and Form 990 preparation, as well as assisting with the audit during fieldwork.
- Working knowledge of non-profit accounting standards, including standards related to restricted and conditional grants and donations, temporarily and permanently restricted net assets, and exchange transactions.
- General knowledge of non-profit tax rules and regulations.
- Understanding of accounting systems designed to report on multiple levels.
- Assist with budget development and monitoring as requested.
- Collaborate with other departments to gather financial data and enhance financial reporting and understanding.

MINIMUM REQUIRED EXPERIENCE/QUALIFICATIONS

Bachelor's degree in relevant field and 3 or more years relevant, progressive experience.

REQUIRED SKILLS AND ABILITIES

- Thorough understanding of accounting best practices and procedures.
- Excellent organizational skills and attention to detail.
- Excellent written and verbal communication skills.
- Ability to work independently.
- Advanced problem-solving skills.
- Proficient in Microsoft Office Suite software, including advanced skills in working in Excel.
- Software proficiency in using accounting software and other programs and data bases to capture and manage accurate financial data.
- Ability to design processes to self-check accuracy of individual work.
- Ability to determine priorities and advise supervisors when conflicts in priorities exist.
- Ability to maintain composure in stressful situations.

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:

- Fourteenth 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
 - Vision Insurance
 - Group life insurance
 - Short Term and Long-Term Disability
 - Flexible Spending Account
- Retirement Savings (401k)
- Wellness Benefit Program
- Employee Assistance Program

APPLICATION INFORMATION

Qualified applicants **must submit a letter of intent and resume by email to 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

