



## Staff Accountant

**Department:** Administration

**Reports to:** Senior Staff Accountant & HR Associate

**Supervises:** N/A

**Status:** Full-Time/Non-Exempt

**Grade:** 5

**Compensation Range:** \$43,680-\$63,952 annually (depending on experience)

### Position Summary

The Staff Accountant will work directly under and be supervised by the Senior Staff Accountant & HR Associate. The Staff Accountant will assist in reconciling various accounts on a monthly basis as instructed by the Senior Staff Accountant & HR Associate. The Staff Accountant will also prepare journal entries, assist with payroll, billing, and accounts payable and other accounting/finance duties as assigned by the Senior Staff Accountant & HR Associate. Enlace receives grants from various local, state, and federal sources, so experience with fund accounting, grants management, and fund accounting software is a plus.

### Essential Duties & Responsibilities

The Staff Accountant will be assigned the following responsibilities or will assist the accounting staff in accomplishing the following tasks:

- Process biweekly payroll;
- Prepare payroll for processing by collecting/reviewing timesheets—preparing supportive documentation for any changes made to wages and/or deductions, entering payroll data in payroll software, and reviewing pre-processed payroll prior to final processing;
- Maintain payroll files;
- Enter new employees into payroll software;
- Verify accuracy of staff leave balances/accrual rates, and prepare monthly payroll and leave accruals;
- Prepare payroll allocations and enter journal entries to record payroll;
- Grant billing and tracking;
- Prepare bills for city, state, and federal funders and enter invoices into Accounts Receivable System;
- Reconcile General Ledger activity to billings;
- Assist with monitoring the spending levels for all grants billed;
- Maintain the contract binders;
- Monitor Daily Cash;
- Prepare various financial statements supporting schedules and provide accounting support to aid in the financial statement preparation and assist Director of Finance as needed;
- Responsible for Month-End Process, including preparing month-end journal entries according to the month-end checklist;
- Assist Finance Director with review and research during financial review;
- Generate financial statement packages;



- Serve as a liaison with staff on general accounting requests;
- Assist with budget process and annual audits, including funder monitoring;
- Perform daily accounts receivable and accounts payable functions, including: preparing accounts payable invoices by verifying correct coding, dates, and amounts for Accountant Assistant to process into accounting software; and preparing and/or reviewing the supporting schedules for accounts payable departmental allocations;
- Enter new vendors into the system and complete 1099 information;
- Review deposits and post cash receipts in accounting software;
- Process manual and voided checks in the system;
- Research past due balances, vendor statements, and vendor discrepancies and follow through to resolution;
- Perform regular monitoring of aged account payable listings and monitor cash requirements. Run payment due report to ensure timely payment of bills and invoices;
- Perform regular monitoring of aged accounts receivable listings and monthly monitoring in conjunction with management;
- Research past due A/R balances and process debit and credit memos accordingly;
- Handle all accounts payable and receivable inquiries with staff, vendors, and customers;
- Copy vendor invoices for contract billing and balance sheet reconciliation;
- Maintain vendor and accounting files; and
- Complete other duties as assigned.

In addition to the essential duties outlined above, the Staff Accountant will:

- Be committed to advancing immigrant rights, gender equity, and socioeconomic justice;
- Be committed to advancing Enlace's mission, vision, core values, and programmatic goals;
- Leverage best practices for facilitating positive, constructive interpersonal communication—including an ability to navigate and resolve conflict in a manner that values and respects relationships with colleagues and community partners; and will engage in direct communication with a solutions-oriented approach;
- Be highly organized, self-motivated, detail-oriented, creative, and demonstrate excellent time management in managing multiple projects;
- Exercise emotional maturity and a sense of humor in resolving pressing issues or project components;
- Be a collaborative team player who shares responsibilities, and supports and acknowledges colleagues' contributions;
- Respect differences in race, ethnicity, age, gender, gender identity, gender expression, sexual orientation, religion (or lack thereof), ability, arrest or conviction history, socioeconomic status, and immigration status; and
- Be flexible to manage other duties as assigned.

The duties and responsibilities outlined above do not comprise a comprehensive list and are intended to provide a representation of the general nature and level of work performed by an employee in this capacity. Enlace maintains the right to augment, realign, or remove duties and responsibilities as business dictates.



## **Knowledge, Skills, & Abilities**

The following characteristics are essential to the performance of this position.

- Experience in nonprofit and fund accounting;
- Knowledge of basic fiscal management principles and procedures;
- Experience with Microsoft Word, Microsoft Excel, Microsoft Outlook, and Fund Accounting Software (Enlace utilizes the MIP fund accounting software);
- Strong interpersonal and communication skills and the ability to work effectively with a wide range of Enlace funders in a diverse community;
- Is a self-starter and self-motivated;
- Ability to adapt to change when necessary;
- Ability to analyze problems and develop creative solutions to fundamental bookkeeping issues;
- Ability to exercise good judgment in appraising difficult situations and in making appropriate decisions;
- Ability to foster a cooperative work environment;
- Ability to maintain confidentiality of records and information;
- Accurate and efficient in completing assigned tasks;
- Detail-oriented; pleasant disposition under stressful conditions;
- Excellent communication, including professional and courteous phone and in-person manner;
- Takes initiative in improving existing systems; and
- Bilingual English/Spanish preferred. Must have strong verbal and written communication skills in English for funder interaction.

**Please note:** an individual is not required to disclose information about mental or physical limitations that may potentially interfere with work performance. However, a reasonable accommodation is only possible if Enlace is notified of modifications that may be necessary for the individual to adequately perform the duties of the position.

***Enlace is an equal opportunity employer. We value a diverse workforce and an inclusive workplace culture. Enlace encourages applications from all qualified individuals without regard to race, color, religion, gender, sexual orientation, gender identity and expression, age, national origin, marital status, immigration status, disability, or veteran status.***

## **Position Qualifications**

- A minimum of a Bachelor's Degree in Accounting, Business Administration, or equivalent; and
- Two years of nonprofit or governmental accounting experience.

## **Employment Screening & Compliance**

- Employee will be subject to a CYFD background check;
- Employee must comply with all Enlace operational policies, especially those involving the safety of fellow workers, volunteers, and clients/customers;
- Employee must maintain a current and valid driver's license to perform work duties if position requires activities that necessitate travel by motor vehicle; and



- Employee must have and maintain a clean driving record.

### **Enlace Work Environment**

- Most essential duties are performed in an office environment with exposure to a variety of business equipment and other pertinent materials normally found in this type of work setting;
- Work is normally performed in an area permitting partial-to-total privacy; and
- Work duties often require travel to other locations throughout the city, state, and country.

**To Apply. All applicants must submit a cover letter, resume, and three (3) professional references** to [jobs@enlacenm.org](mailto:jobs@enlacenm.org) with the subject line "Staff Accountant Application" or mail to: Enlace Comunitario c/o Human Resources (2425 Alamo SE Albuquerque, NM 87106).