



Job Posting 11-5-2018 – Open Until Filled

NMCSAP Accountant

Grant Accountant; responsible for general ledger operation and financial reporting for \$3.5 million in grant funds. Prepare and review journal entries, adjusting entries, budget management for state and federal reporting. Process federal reports (FFR) and reimbursement requests. Respond to all inquiries from NMCSAP federal grants (DOJ – Office on Violence Against Women). Participate in federal financial webinars and conferences as required. Ensure fiscal compliance of GAAP and OMB circulars.

Budgets: Monitor budgets and expense transactions closely for each grant. Assist Project Directors and Grant Managers with all financial information pertaining to budgets and spending within their grants and ensure compliance with regulations. Prepares necessary reports for the board.

Cost Allocation: Accountant identifies and distinguishes program costs and indirect costs. Then, furthers disburses shared/indirect costs among grants based on cost allocation method.

Audit: Perform annual closing activities and prepare for OMB Single Audit. Accountant will spearhead audit. Accountant will act as main contact person for audit and make available all records to the Auditor.

Accounts Payable; Responsible for all aspects of day to day entry and processing of accounts payable. Process and pay a large volume of invoices in a timely manner. Maintain filing system and record retention. Reconcile bank and credit card statements monthly.

Accounts Receivable: Invoices to Grant providers are produced according to specific guidelines monthly. Receive payments or initiate drawdowns for cash reimbursement and deliverable grants.

Payroll & Retirement: Process payroll on bi-weekly basis. Responsible for collecting employee timesheets and entering each according to grant allocation. Process and reconcile all payroll taxes including 941, state withholding, and state unemployment on timely basis. Prepare, W-2's and 1099's at year end. Retirement is paid to IRA agencies. Maintain employee records and files.

Salary/Benefits

- Salary commensurate with education and experience. (Range: \$60,000 - \$75,000)
- Full-Time = 30 hours per week
- Health Insurance - 100% pd by employer (+ employee payments for higher level of insurance)
- Flexible work hours
- Some travel required throughout NM. One national financial management conference/meeting required annually. On-line webinars (federal) throughout the year.
- Start date: December 3, 2018 (negotiable)

To Apply

Send resume, letter of interest and three professional references to kimalaburda@msn.com. No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.