



POSITION DESCRIPTION

Staff Accountant

REPORTS TO:	Finance Officer
LOCATION:	Albuquerque Area Indian Health Board, Albuquerque, NM (Onsite)
FLSA STATUS:	Exempt (Full-time)
SALARY RANGE:	\$45,000-\$60,000 Annually DOE
BENEFITS:	Annual, Sick Leave and Holiday Pay; Health, Dental, Life, Vision Insurance, and 403(b) Retirement Plan.

DESCRIPTION

Works under the supervision and guidance of Finance Officer and Accounting Manager. Principal responsibilities include the formulation and reporting of program budget information and compliance with grant standards.

DUTIES AND RESPONSIBILITIES

- Assists program managers with grant budget development.
- Prepares budget status reports for program managers.
- Prepares financial reports for Board of Directors.
- Prepares financial reports for submission to federal, state, and local funding sources.
- Assists in the bi-weekly processing of payroll.
- Administers and oversees the payroll function in the absence of the Accounting Manager.
- Prepares and reconciles accounts receivable and accounts payable.
- Assumes the tasks of the Accounting Manager in their absence.
- Prepares, creates, and modifies accounting entries.
- Prepares cell phone cost allocation schedules.
- Prepares, enters, and pays monthly recurring expenses.
- Prepares invoices for grant reimbursement of expenditures from awarding agencies.
- Prepares and enters cash drawdowns from federal payment management system.
- Crosstrain on other department tasks to ensure timely response and follow up of all departmental responsibilities.
- Develops and maintains positive relationships with all internal and external program partners.
- Performs additional tasks as assigned.

KNOWLEDGE AND SKILLS REQUIRED

- Excellent verbal and written communication skills.

- Time management and resource management skills.
- Ability to organize and manage multiple priorities with a high attention to detail.
- Proficiency in the use of computerized accounting systems.
- Proficiency in creating spreadsheets for accounting applications.
- Mature judgment and professionalism to handle office matters with a high level of discretion and confidentiality.
- Dependability including attendance and punctuality.
- Strong sense of teamwork and dedication to community.
- Knowledge and/or experience working with American Indian communities and cultures with respect and cultural sensitivity.

QUALIFICATIONS

- Bachelor's Degree in Accounting or Finance.
- Two years' experience directly related to the duties specified.
- Completion of background investigation is required as condition of employment.
- Complete HIPPA certification within 30 days.
- Ability to meet COVID vaccination or testing requirements.

WORK CONDITIONS/PHYSICAL REQUIREMENTS

- Work is performed in a typical interior/office environment.
- Talk, hear, sit for an extended period, stand; use hands to handle objects, equipment, controls and reach with arms and hands.
- Operates standard office equipment and telephone.
- Occasional light work which may require exerting up to 20 pounds of force and/or up to 10 pounds of force to move objects.
- Noise level is usually minimal.

PREFERENCE:

Qualified American Indian applicants will be given preference in accordance with the exemption provided under Title VII of the Civil Rights Act of 1964.

TO APPLY FOR THIS POSITION:

Send CV/Resume, list of three professional references, and cover letter to jstus@aaihb.org or regular mail to: Joy Stus, Human Resource Manager, Albuquerque Area Indian Health Board, Inc., 7001 Prospect Place, NE, Albuquerque, NM 87110. No phone calls.

This position will remain open until filled.