



DISABILITY RIGHTS NEW MEXICO

3916 Juan Tabo Blvd., NE • Albuquerque, New Mexico 87111

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Gary Housepian, Chief Executive Officer

Promoting and Protecting the Rights of Persons with Disabilities

Accounting Manager

POSITION: Accounting Manager
REPORTS TO: Chief Executive Officer
LOCATION: Albuquerque, New Mexico
DEPARTMENT: Fiscal Services
CLASSIFICATION: Exempt
DATE: Open until filled

Description

The Accounting Manager is responsible for the oversight of the financial and administrative functions of the agency in accordance with sound financial principles and government regulations. The Accounting Manager will work collaboratively with other staff, including the CEO, to track grant funds, develop grant budgets, manage the accounting of grant revenues and expenses, and ensure the accuracy of financial and grant reporting.

General Responsibilities

Duties may include but are not limited to:

- Manage the accounting operations to ensure all functions are completed in a timely manner.
- Manage multiple federal, state and private grants, ensuring compliance with funding requirements as well as organizational policies and procedures. Respond to funders' financial monitoring efforts.

- Preparing and reviewing journal entries and supporting work papers, reconciling monthly statements, and inputting monthly journal entries.
- Reviews, allocates, and reconciles payroll entries.
- Prepares monthly revenue and expense variance reports ensuring salary and other grant expenses are appropriately recorded.
- Develops agency budget and detailed grant budgets, collaborating with staff as necessary, to ensure accurate and compliant budgets are submitted for related funding applications and renewals.
- Prepares financial reports as required.
- Provide financial information for grant progress reports.
- Prepares the Agency's Financial Statements and audits, ensuring proper financial policies, procedures, reporting, and documentation to satisfy related grant guidance.
- Assures that all fiscal transactions are carefully and appropriately documented and filed, and that all records are maintained as required by law and contract.
- Assist management and Board of Directors on their understanding of financial matters. Prepare regular reports for the Board's Finance Committee and full Board of Director's meetings both in writing and orally.
- Communicate with management on spending discrepancies and complex financial matters clearly and concisely.
- Contribute to a positive work environment and working relationships with Executive Director, staff, and Board. Demonstrate cultural competence and the ability to communicate effectively with people representing diverse interests, styles and backgrounds.
- Some responsibilities related to human resources may be required.
- Performs any other duties deemed necessary to accomplish the goals of DRNM.

Necessary Knowledge, Abilities and Skills

- Bachelor's degree in accounting required.
- Five to 10 years managerial, administrative and financial experience preferably with a nonprofit and in grants management.
- Deep knowledge and relevant experience with federal grants management and nonprofit accounting.
- Experience with accounting systems and other office software, including MIP accounting software.
- Demonstrated written and verbal communication skills.
- Ability to read and interpret contract documents, prepare routine reports and correspondence, and speak effectively.
- Capacity to work effectively as part of a team.
- Must be resourceful and self-directed.
- Must be organized, detail-oriented, and have the ability to manage multiple tasks simultaneously.
- Committed to high ethical standards, professionalism, and social justice.

Benefits and Compensation:

Salary range \$70,000- \$85,000 depending on experience. Excellent benefits, including health insurance, life insurance, retirement, vacation, sick leave and generous holiday schedules.

Disclaimer:

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the job. It is not intended to represent the entirety of the job nor is it intended to be all-inclusive.

Management reserves the right to modify or rescind this position description at any time, with or without prior notice.

DRNM values diversity and strongly encourages and welcomes people of color, people with disabilities, members of the LGBTQ community and people with diverse life experiences and backgrounds to apply. EOE.

If you need a reasonable accommodation during the application process, please contact **Lucy Galaviz, GalavizL@drnm.org**

APPLICATIONS:

To apply for a position, please submit a mail or e-mail letter of interest, resume, and three references to Disability Rights New Mexico, 3916 Juan Tabo NE, ABQ NM 87111; or email galavizl@drnm.org with “Accounting Manager” in subject line. Applicants encouraged to apply ASAP, but no later than 11/8/2024.