



## **DISABILITY RIGHTS NEW MEXICO**

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

TEL: (505) 256-3100 • FAX: (505) 256-3184

State-wide Toll Free 1-800-432-4682

WEBSITE: [www.drn.org](http://www.drn.org) • EMAIL: [info@drnm.org](mailto:info@drnm.org)

Gary Housepian, Chief Executive Officer

*Promoting and Protecting the Rights of Persons with Disabilities*

### **Finance/Administrative Assistant**

**POSITION:** Finance/Administrative Assistant  
**REPORTS TO:** Accounting Manager  
**LOCATION:** Albuquerque, New Mexico  
**DEPARTMENT:** Fiscal Services  
**CLASSIFICATION:** Non-exempt, hourly  
**DATE:** Open until filled

#### **Position Overview:**

The Finance/Administrative Assistant assists the Accounting Manager. Assists with computation and completion of payroll, accounts payables, receivables, etc.. Maintains paper and electronic files. Provides administrative assistance to the Chief Executive Officer and Board as needed. Provides other administrative support to staff and the operations of DRNM.

#### **Essential Functions:**

##### **Accounts Payable:**

- Maintain and track account payables invoices
- Create check requests with information from invoices, obtain and attach payment approvals, allocate, and submit for completed check request for payment.
- Collect appropriate contracts and tax information from vendors prior to payment.
- Use accounting software to review payments and provide vendors with information when needed; i.e. verifying payment amounts, dates, check numbers, etc.

##### **Accounts Receivable:**

- Track accounts receivable in an Excel spreadsheet.

- Collect outstanding receivables and report issues or concerns with gathering receivables.
- Use MIP accounting software to verify receipt of payments.

### **Administrative:**

- Entering financial transactions while ensuring that accounting records are up to date and completed in a timely manner.
- Maintain Finance Department's filing and record retention system to ensure data integrity
- Prepare reports and assist the Accounting Manager Finance with preparation for annual audit and other audits as needed
- Manage the organization's asset inventory, including internal audits and training
- Identify and implement systems to ensure daily accounting functions run accurately and effectively
- Maintain/update non-federal grant spreadsheets.
- Provide administrative assistance to the Chief Executive Officer and Board as needed.
- Provide other administrative support to staff and the operations of DRNM.

### **Knowledge, Skills, and Abilities:**

- Bachelor's Degree in Business, Finance or related field (preferred)
- Three years of accounting/bookkeeping experience
- Experience with MIP accounting software (preferred)
- Proficient with Microsoft Office and Microsoft Excel
- Knowledge of fund accounting and account reconciliation.
- Knowledge of GAAP rules and regulations
- Experience with external payroll system
- Ability to work independently and manage tasks in relation to deadlines.
- Demonstrated ability to plan, organize, coordinate and direct multiple activities with varied deadlines and deliver in a timely manner
- Contribute to a positive work environment and working relationships with Chief Executive Officer, staff, and Board. Demonstrate cultural

competence and the ability to communicate effectively with people representing diverse interests, styles and backgrounds.

**Compensation:**

DRNM offers a competitive salary and benefits package based on experience. Salary range \$45,000- \$55,000 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 cover letter, resume and three references with the Position title, "Finance/Administrative Assistant", in the subject line to GalavizL@drnm.org. Applicants encouraged to apply ASAP, but no later than 11/8/2024.