



## New Mexico Foundation Job Description

<b>Job Title:</b> Accounting Associate
<b>Department:</b> Finance
<b>Reports to:</b> Finance Manager
<b>Location:</b> Santa Fe, NM
<b>Exempt/Non-Exempt status:</b> Non-Exempt, full-time at approximately 32 hours per week

### About New Mexico Foundation:

Established in 1983, New Mexico Foundation (NMF) supports the diverse people, communities, and nonprofits throughout our state. As the only statewide community foundation, NMF has distinguished itself as a nationwide leader in philanthropy through our trust-based, grassroots approach. We work to improve the quality of life for all residents of New Mexico in three main ways:

- 1) We establish funds to provide grants, partnering with local and national philanthropic organizations to build programs and provide community funding.
- 2) We provide investment management and services for donor-advised funds and agency endowments.
- 3) We sponsor over 70 small community organizations as their fiscal agent while they build capacity over time to stand on their own.

### Our Mission

To steward community resources, build partnerships, and create opportunities that transform lives throughout New Mexico.

### Position Summary:

Reporting to the Finance Manager, the Accounting Associate assists in maintaining the financial integrity of NMF by processing accounts payable, cash receipts, and general ledger timely and accurately in the accounting systems. The finance department has access to personal data for employees, vendors, and donors. This position requires a high level of confidentiality. The activities of this position support the strategic plan and mission and vision of NMF.

The Accounting Associate is responsible for all aspects of accounts payable. This position processes deposits, produces monthly reports, and provides support to the Finance team with other aspects of financial processing.

### Principal Responsibilities:

- **W-9's:**
  - Collect, enter, and scan W-9's for all new vendors.
  - Prepare Year End IRS tax reports.
- **Vendor Invoices:**
  - Verify vendor invoices and payment requests for accuracy, code to proper general ledger account and project ID.
  - Maintain vendor database, enter new vendors as needed.
  - Obtain proper approvals from President and CEO, Directors and Fund Advisors.
  - Assure all recurring monthly bills are processed and paid in a timely manner.
  - Download and process credit card transactions.
  - Process check runs

- File vendor payments.
- Create new physical vendor files as needed.
- Get old accounts payable files ready for destruction in accordance with the NMF Document Retention Policy.
- Create CSV files and upload to the bank portal.
- **Bank Deposits:**
  - Create bank deposits daily.
  - Take cash deposits to the bank as needed.
  - Shred checks every three months in accordance with the NMF Document Retention Policy.
- **Reporting:**
  - Post accounts payable weekly.
  - Prepare monthly and quarterly reports for NMF Partners.
- **Customer Service:**
  - Respond to partner inquiries in a timely manner.
  - Answer telephone and greet guests to NMF as needed.
- **General:**
  - Assist in maintaining fiscal internal controls.
  - Provide documentation as requested for the external annual audit and tax return.
  - Maintain professionalism at all times.
  - Participate in developing methods to ensure efficient and cost-effective operations.
  - Represent NMF to the community by establishing and maintaining contact with various agencies, organizations, and individuals regarding the financial operations and services, including but not limited to Fiscal Sponsorships.
  - Contribute to team efforts by accomplishing related tasks as needed or requested.
  - Attend professional development as required by the Finance Associate and NMF Leadership.

### **Education/Experience Requirements:**

To perform this job successfully, an individual must be able to perform each essential job function assigned satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Experience:** Minimum of two years.
- **Education:** Associates Degree in Accounting, Finance, Business Administration, or related field preferred, or equivalent experience.
- **Skills and Abilities**
  - Working knowledge of Microsoft Office software.
  - Knowledge of business accounts payable and receivable.
  - Operate office equipment.
  - Highly motivated and demonstrates initiative.
  - Capacity to work independently
  - Excellent communication and organizational skills
  - Experience and sensitivity to the needs and expectations of a multi-cultural work environment
  - Excellent phone manner and electronic communications skills (i.e., email)

### **Benefits:**

- Competitive salary, based upon experience
- Competitive benefit package

### **How to Apply**

To apply for this position, send your resume and a one-page cover letter to Jennifer Archuleta, Finance Manager, at [jarchuleta@newmexicofoundation.org](mailto:jarchuleta@newmexicofoundation.org).

### **Application Deadline**

Monday, July 31, 2023

### **Equal Opportunity Employment:**

NMF is committed to Equal Employment Opportunity. It is our policy to encourage and support equal employment opportunity for all associates and applicants without regard to gender, age, race, color, creed, religion, national origin, ancestry, citizenship, sexual preference or orientation, gender identity, spousal affiliation, marital status, military/veteran status, handicap or disability or membership in any other protected group.

### **American With Disabilities Act**

Applicants as well as employees who are, or become, disabled must be able to perform the essential job functions either unaided or with reasonable accommodation. The organization shall determine reasonable accommodation on a case-by-case basis in accordance with the applicable law.

Disclaimer: The above information indicates the general nature and level of work performed by this position. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. NMF has the right to revise this position description at any time. This position description is not a contract of employment and does not alter employee's at-will employment status.



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Learn more about our work at [www.NewMexicoFoundation.org](http://www.NewMexicoFoundation.org).