



Animal Protection New Mexico Employment Opportunity

Job Title: Finance Director

Posting Date(s): September 2024

Employment Start Date: As soon as possible

Employment Category: Regular, non-exempt, full-time employment

Compensation: Competitive compensation, generous paid time off, 100% employer paid health insurance, 85% employer paid dental insurance; 30% employer paid group vision insurance, \$10,000 employer paid life insurance, and up to 1% of salary employer contribution to a 401k retirement plan annually.

Full-Time Starting Salary: \$68,920 (with no prior relevant experience), with final offer based on demonstrated relevant experience.

(Example: Candidates with 10 years of experience will earn approximately \$77,534)

Location: Based in Albuquerque, New Mexico, with the option of working remotely from a home-based office.

Reporting: This position reports to the Chief Financial Officer.

Summary of Position: To bring about systemic change for animals in New Mexico by ensuring sound financial recordkeeping and providing key support to the Chief Financial Officer.

Scope of Position/Duties:

- Oversee accuracy of all financial transactions in QuickBooks accounting system and maintain meticulous records/source documents for multiple entities (including AR and AP).
- Review monthly reconciliations for multiple bank and investment accounts.
- Create and update spreadsheets/schedules for record keeping as needed.
- Have a working knowledge of organizational and program budgets and correctly assign income and expenses by classes and accounts.
- Responsible for month-end closing process, quarterly closing process, annual closing process and ensuring that each close is completed by the deadlines.



- Create reports for Budget vs Actuals meetings with leadership team, in collaboration with CFO.
- Maintain accuracy of submitted timesheets.
- Back-fill workload for bookkeeper and or staff accountant and train as needed.
- Oversee payroll and responsible for filing and paying payroll taxes.
- Meet with Chief Financial Officer regularly to set, share and manage work plan.
- Miscellaneous administrative duties.
- Assist with annual audit.
- Assists with financial grant management.
- Oversee processing EOY 1099s, W2s.
- Review policies and procedures, make recommendation to CFO if necessary.

Skills and Competency Areas:

- Excellent verbal and written communication skills.
- Strong organizational, problem solving, and analytical skills; ability to manage priorities and workflow.
- Finance Director experience.
- Good judgment, with the ability to make timely and sound decisions.
- Self-motivated, with desire to work in and support a team environment.
- Can respond with flexibility to reasonable changes in work priorities and circumstances.

Minimum Physical Requirements: Candidates must be able to sit (or stand if preferred) for long periods of time to perform customary office/computer work. Must occasionally perform light lifting of materials (wheeled carts are available).

Education/Experience Requirements: The preferred candidate for this position will have at a minimum:

- Advanced proficiency in QuickBooks a must; including journal entries and reconciliations.
- Advanced knowledge of GAAP as it relates to nonprofit accounting.
- Additional proficiency in Microsoft Office a must (primarily Excel).
- A minimum of 7 years of nonprofit and fund accounting experience.
- A minimum of 10 years of overall accounting experience.
- Bachelor's degree in accounting or higher.

(Note: Successful candidate will be required to take and pass proficiency exams in Accounting, Microsoft Excel, and QuickBooks)



Travel Requirements: Minimum travel is expected for this position.

- Must have (*or obtain within 3-months from the date of hire*) and maintain a current, valid State of New Mexico driver's license; must have and maintain an insurable driving record under APNM's vehicle insurance policy.
- Any employee using their personal vehicle for APNM business must have and provide proof of current liability insurance that meets or exceeds State-required minimum coverages, or other coverages required by APNM.
- Work-related mileage is reimbursed.

How to Apply: Send resumé and cover letter via email with the subject line: "Finance Director" to hr@apnm.org