



Animal Protection New Mexico Employment Opportunity

Job Title: Staff Accountant

Posting Date(s): March 2026

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: Annualized at \$51,216 (with 5 years of relevant experience), with final offer based on **demonstrated** relevant experience.

(Example: Candidates with 10 years of experience will earn approximately \$54,873)

Location: Based in Albuquerque, New Mexico, working remotely from a home office, with occasional in-office meetings and bank/mail responsibilities.

Reporting: This position reports to the Finance Director. No staff report to this position.

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

Scope of Position/Duties:

- Record and maintain accurate financial transactions in the organization's accounting system and ensure proper documentation of all source records.
- Process accounts payable, ensuring invoices are properly coded, approved in accordance with finance policies, and paid in a timely manner.
- Administer payroll processes including timesheet review, payroll processing, and timely payment and filing of payroll taxes and retirement contributions.
- Perform reconciliations for bank accounts, investment accounts, prepaid balances, and other balance sheet accounts.
- Assist with the monthly close process, including journal entries, financial



reports, and reconciliation of key schedules.

- Prepare grant reimbursement requests and collaborate with program and development teams to reconcile financial records with grant and donor tracking systems.
- Support financial compliance and reporting requirements, including preparation of annual tax forms (1099s, W-2s, W-3s), audit preparation, and other financial reporting as needed.

Skills and Competency Areas:

- Excellent verbal and written communication skills.
- Strong organizational, problem solving, and analytical skills; ability to manage priorities and workflow.
- Exceptional attention to detail and accuracy when handling financial records and documentation.
- Ability to identify errors, inconsistencies, and missing information in financial data.
- 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).

Minimum Education/Experience Requirements:

- Advanced proficiency in QuickBooks a must; including journal entries and reconciliations.
- Advanced knowledge of GAAP as it relates to nonprofit accounting.
- Proficiency in Microsoft Office is a must (primarily Excel).
- A minimum of 5 years of nonprofit and fund accounting experience or job costing.
- A minimum of 7 years of overall accounting experience.
- Bachelor's degree in accounting or higher.



Travel Requirements: Minimal local travel may be required. This position serves as a backup to the Office Manager and may periodically assist with operational tasks, including picking up mail and making bank deposits.

- 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 to hr@apnm.org