



**Animal Protection of New Mexico Employment Opportunity**  
**Job Title: Accounting Manager**

Animal Protection of New Mexico, Inc. (APNM), a 35-year-old nonprofit animal advocacy organization, is seeking a full-time Accounting Manager. This position reports directly to the Chief Financial Officer and **will be based in Albuquerque.**

**Scope of Position/Duties:**

1. Accurately record all financial transactions in QuickBooks accounting system and maintain meticulous records/source documents, run reports, process and correctly code invoices and payments to appropriate classes, record payroll, prepare deposit sheets, reconcile all bank accounts and credit card, and maintain tracking spreadsheets
2. Accurately record donor information in QuickBooks
3. Create spreadsheets for record keeping, as needed
4. Develop a working knowledge of organizational and program budgets and correctly assign income and expenses by classes and accounts
5. Collect and summarize payroll records and maintain accuracy of submitted timesheets with QuickBooks entries (don't know if this is still included)
6. Meet with chief financial officer regularly to set, share, and manage work plan
7. Miscellaneous administrative duties, as needed

**Knowledge Requirements:**

1. Advanced proficiency in accounting, with a minimum of 5 years of related experience
2. Advanced proficiency in QuickBooks a must, including journal entries and reconciliations
3. Additional proficiency in Microsoft Office a must (primarily Excel)
4. Nonprofit experience a must

**Skills Requirements:**

1. Excellent verbal and written communication skills, with ability to work with a diverse constituency
2. Strong organizational skills; ability to take detailed notes, retain information, and being able to multitask is a must
3. Strong problem-solving, and analytical skills; ability to manage priorities and workflow
4. Good judgment, with the ability to make timely and sound decisions
5. Self-motivated, with desire to work in and support a team environment
6. Can respond with flexibility to reasonable changes in work priorities and circumstances

**Compensation:**

A competitive hourly rate of compensation, commensurate with experience, and a generous health benefits package and paid time off are offered. Only qualified applicants should email a cover letter and résumé to Kelly Fischer, Chief Financial Officer, at [kelly@apnm.org](mailto:kelly@apnm.org).