



999 West Amador • P.O. Box 6875 • Las Cruces, NM 88006 • Ph: 575-527-5482

## Financial Accountant

### Major Activities:

- Provides financial information to management by researching and analyzing accounting data; preparing reports.
- Prepares asset, liability, and capital account entries by compiling and analyzing account information.
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Summarizes current financial status by collecting information; preparing balance sheet, profit and loss statement, and other reports.
- Substantiates financial transactions by auditing documents.
- Maintains accounting controls by preparing and recommending policies and procedures.
- Reconciles financial discrepancies by collecting and analyzing account information.
- Secures financial information by completing database backups.
- Maintains financial security by following internal controls.
- Prepares payments by verifying documentation and requesting disbursements.
- Answers accounting procedure questions by researching and interpreting accounting policy and regulations.
- Complies with federal, state, and local financial legal requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.
- Prepares special financial reports by collecting, analyzing, and summarizing account information and trends.
- Maintains confidence and protects operations by keeping financial information confidential.
- Manages financial aspects of all grant funds, including billing, reporting and budgeting.
- Works with CEO and Board of Directors on preparing annual budget.
- List experience with federal grant management.

Job Type: Full-time

### Application Questions

- How many years of working with Non profit organizations experience do you have?
- What is the highest level of education you have completed?
- Are you able to work in Las Cruces, NM?
- Are you willing to undergo a background check, in accordance with local law/regulations?
- How is your previous experience relevant to this role?
- Why are you interested in this job?
- When are you available for an interview or phone screen? Please list 2-3 dates and times or ranges of times.
- What is your expected salary range?

### Education, Experience, Knowledge and Skills

- Minimum Qualifications: Bachelor's degree and experience working with nonprofit organizations.
- Desired Qualifications: Experience working with under-served populations

**Amador Health Center is an Equal Opportunity Employer**

Letter of interest and Resume and/or CV should be emailed to: [help@amadorhealthcenter.org](mailto:help@amadorhealthcenter.org) or can be mailed to St. Luke's Health Care Clinic, 999 W. Amador Ave., Las Cruces, NM 88005, Attn: Pamela Angell