

## Job Description

**TITLE: ACCOUNTING SPECIALIST**

**REPORTS TO: DIRECTOR of FINANCE and HUMAN RESOURCES (DFHR)**

**CLASSIFICATION: FULL-TIME, NON-EXEMPT**

**JOB SUMMARY:** Compute, classify, and record numerical data to keep financial records accurate and complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records according to Generally Accepted Accounting Principles (GAAP). Work closely with DFHR to ensure timely reporting and positive communications with all staff, Board and Committee members.

**ESSENTIAL FUNCTIONS** - This position assumes responsibility for the following duties:

### General Accounting

- Responsible for accounts payable; monitor to ensure payments do not exceed contracts
- Reconcile and process payments for organization's credit cards
- Responsible for accounts receivable
- Process all customer/donor invoicing and contributions received
- Process and reconcile monthly group insurance premiums and bi-monthly 403(b) contribution payments
- Provide backup when needed for processing payroll and PTO tracking
- Prepare and process bank deposits
- Keep bank account records current with software entries throughout month
- Process online store and pop-up sales in accounting software
- Assist with monthly closing procedures

### Reports

- Process Quarterly state and federal payroll tax reports
- Prepare monthly financial statements
- Assist with preparation of schedules for annual audit

### Markets

- Invoice artists for payments due to market prior to the International Folk Art Market, Santa Fe and IFAM at the Dallas Market Center
- Reconcile agreed artists sales, funds collected, and final payout to artists for all markets
- Assist with preparation of set up for payment booths, backroom and artist payout
- Work Santa Fe Market weekend providing guidance to volunteers and staff in the cashiering process and at artist payout
- May be required to attend out-of-town markets to help set up financial areas and assist in processing payments and reconciliation on site of artists' sales

## **QUALIFICATIONS**

- Minimum 3 years of experience as bookkeeper/accounting assistant, preferably with a non-profit organization
- Demonstrated proficiency and experience in using the current version of QuickBooks
- Experience in processing payroll and filing payroll tax reports
- Competency and fluency with computer technology, the internet and e-mail required
- High degree of proficiency in communicating both verbally and in writing

## **CHARACTERISTICS NEEDED TO BE SUCCESSFUL in this position**

- Enjoys performing the day-to-day accounting functions that maintain a strong foundation for the organization and its non-profit mission
- Detail-oriented, strives for accuracy while balancing the need to meet deadlines
- Effective time management skills and pro-active communicator
- Support and work closely with DFHR to accomplish departmental goals and deadlines
- Professional and friendly demeanor; foster teamwork; graceful under pressure
- Willingness to perform other duties as assigned

## **SUPERVISORY RESPONSIBILITIES**

- Supervise any temporary help in Finance department (including volunteers)

## **PHYSICAL and OTHER REQUIREMENTS**

- Ability to sit and/or stand for sustained periods of time
- Repetitive motion – substantial movements of the wrists, hands and fingers
- Close visual acuity to perform an activity such as preparing and analyzing data and figures, and viewing a computer terminal
- Walking – moving about on foot to accomplish tasks, particularly moving from one work site to another during markets
- Ability to occasionally lift up to 20 pounds
- Exposure to both indoor and outdoor environments
- Travel may be required
- New Mexico driver's license is required

## **WORK ENVIRONMENT/DYNAMICS**

This position takes place in a fast-paced environment, especially during the two months prior to and two months following production of the annual market. The incumbent should be prepared to be on-call during this period and immediately following. Work assignments may change depending upon unforeseen and unpredictable developments including changes in market structure and systems, new technologies and world events. A high degree of personal flexibility is required and expected, as is a high degree of personal integrity, confidentiality, and trustworthiness.