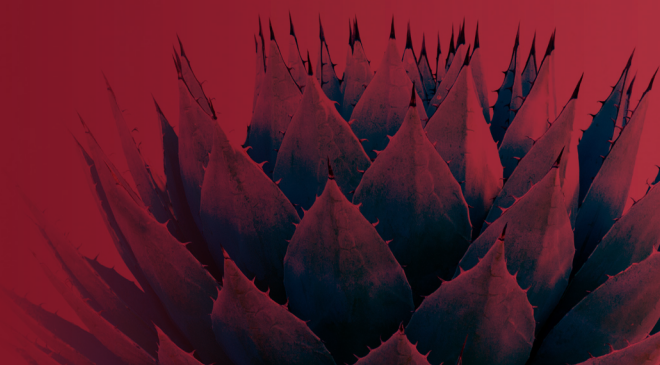


Accountant I

FULL-TIME
ALBUQUERQUE, NM
SALARY: \$45,000 – \$60,000 DOE



DEPARTMENT/GROUP
Administration

REPORTS TO
Director of Finance

POSTING END DATE
Open until filled

Centro Sávila is a leading behavioral health center dedicated to providing compassionate care to individuals and families in need. Our mission is to support mental wellness by offering a wide range of services that promote healing, growth, and community engagement. We are seeking a highly motivated and organized Accountant to join our dynamic team.

JOB SUMMARY

Centro Sávila is seeking an Accountant I who is responsible for performing daily accounting functions of accounts receivable and accounts payable, invoicing, reporting, collections, deposits, audit prep, grant allocations and policies. The Accountant I is a primary organizational contact for funders, program specialists, and staff, and is responsible for leaving these diverse constituencies with a positive experience with our organization.

The Accountant I is in charge of supporting the leadership and Finance Director in ensuring the financial operations run smoothly and meet the needs, expectations, and deadlines of staff and funders, that the fiscal and personnel policies and procedures are adhered to and working with leadership and accounting staff to improving financial systems to enhance organizational efficiency.

RESPONSIBILITIES

Accounting: Accounts Receivable, Accounts Payable, Invoicing & Billing

Supervision: Director of Finance

› Deposits and Collections

- Process deposits at least semi-weekly and enter into Quickbooks Online
- Enter contract billing invoices into Quickbooks Online after each invoice is submitted
- Monitor the Accounts Receivable Aging Report and follow up on any unpaid invoices more than 30 days past due
- Monitor the bank activity at least on a weekly basis and post EFT deposits

› Invoicing

- Prepare invoicing for funders and submit by due dates and enter invoices into accounting system, per the grant calendar
- Monitor financial compliance on all grants and contracts that you are responsible for

Submit cover letter and resume to
centrosavilajobs@centrosavila.com



centrosavila.org
1317 Isleta Blvd SW
Albuquerque, NM 87105
505.312.7296

Continued on next page

- Monitor funder allocations and spend down of funds and provide monthly feedback to management/staff if the spend down of grants needs to be reviewed for budget revisions or concerns of over or under spending
- Work with management and staff in keeping current with specific funding requirements, reporting and available monies across various grants/contracts
- Allocate expense to grantors and contractors as well as indirect costs, track spending each payroll and maintain cumulative tracking sheets, and review allocations regularly in conjunction with grant monitoring
- Develop budgets for grants in conjunction with leadership (renewal and new), prepare budget revisions, and other financial and administrative information needed for financial and administrative reports
- Maintain and update a grant/contract calendar of deadlines for invoicing and submitting budgets and applications, and ensure that deadlines are met for submission
- Coordinate and ensure compliance in preparation for funder audits and monitoring visits
- Attend scheduled meetings with management and program coordinators on spend down

› **Payroll – complete payroll for each pay period**

- Prepare payroll for processing and ensure that proper signatures are in place and that timesheets are correct
- Review employee change forms (PAF) for accuracy and completeness
- Process payroll and verify that paychecks are correct by reviewing wages and deductions
- Maintain orderly payroll files with all supporting documentation
- Prepare payroll allocations, benefit allocations, and payroll accruals and enter payroll and benefit journal entries
- Enter retirement payroll information
- Submit New Hires report
- Process employee reimbursements
- Payroll and benefit and retirement journal entries
- Enter payroll information into retirement system on a bi-weekly basis
- Update employee information regarding demographics and payroll information

› **Accounts Payable – complete accounts payable each week**

- Prepare accounts payable invoices by verifying account coding (general ledger accounts, departments, and funding sources, invoice dates, amounts, adequate supporting documentation and approvals)
- Enter invoices into Quickbooks Online
- Print checks and verify that amounts agree with the invoice
- Print check detail reports and attach to invoices paid and place in Contract Accountant's box for review after checks have been mailed
- Monitor bank activity on a weekly basis and post any EFT withdrawals not already posted

- Enter new vendors into the system and obtain 1099 information if applicable
- Handle all accounts payable inquiries with vendors and research vendor statements and past due balances
- Copy vendor invoices for contract billing and for balance sheet reconciliation
- Maintain vendor files and file at least on a weekly basis
- Complete Expense Tracking and update check log

› **Credit Cards**

- Handle all credit card expenses and collect Credit Card Authorization Forms
- Ensure all spending policies are enforced and followed thoroughly
- Obtain receipts in timely manner from staff and properly code each expense to include general ledger account, department, funding source, and purpose
- Work with Finance Director on any issues regarding lack of information or lost receipts
- Enter into Quickbooks by the 10th of the month to facilitate funding invoicing and month end close

› **Client Financial Assistance**

- Collect urgent check request forms with detailed and specific summaries
- Collect W9s and run log of active vendors currently on file
- Review and process checks
- Update urgent funds assistance log across various grants that provide client assistance
- Update check log
- Scan and collect backup documentation to include in monthly invoicing
- Receive appropriate signatures and post/deliver checks

› **Month End**

- Work with Finance Director to facilitate month end process and follow up on any outstanding items that have come up in review of cash receipts and payables

› **Annual Audit and Organizational Tax Submissions**

- Prepare supporting documentation for audit
- Liaison with Finance Director and external auditor
- Review and submit 5500
- Assist Director of Finance in 1096s, 1099s, and W3 preparations, and submit additional tax information to IRS if required

› **Liaison for Staff and External Institutions**

- Act as point person for staff members' financial questions, including questions about reimbursements, payroll, and credit cards
- Liaison with banks and financial institutions

Finance Systems and Management

Supervision: Director of Finance

- Work with Finance Director to develop and improve financial systems for organizational efficiency, including drafting, implementation and enforcing of new financial policies and procedures

- Coordinate follow up for monthly finance meetings
 - Attend and take detail minutes at monthly finance team meetings (including follow up items, deadlines, and who is responsible) and email meetings to team
 - Check in mid-month (or earlier) to confirm follow up on items
- Other duties as required.

EDUCATION AND EXPERIENCE

- High school diploma or equivalent required; Associate's degree or higher in healthcare, business administration, or a related field preferred
- Minimum of 2 years of accounting or bookkeeping experience, preferably within a Quickbooks Online environment
- Must have good working knowledge of Excel and Word
- Knowledge of basic fiscal management principles and procedures
- Must pass a pre-employment criminal background check
- Excellent time management skills and ability to multi-task and prioritize work
- Excellent written and verbal communication skills
- Ability to work independently and as part of a team
- Attention to detail and problem-solving skills and strong organizational and planning skills

BENEFITS

This is a benefits eligible position. Centro Sávila provides a comprehensive package of benefits including medical, dental, vision, retirement plan, and life insurance.

- 100% of health, dental, vision, and life insurance plans for full-time employees
- 34 paid holidays, including a paid week for Spring and Winter breaks, plus accrued paid time off

The benefits package will be reviewed annually and may be adjusted to align with the evolving needs of both employees and the organization. Additionally, the number of paid days off for holidays can vary from year to year.

Centro Sávila is an equal opportunity employer that values and celebrates diversity, committed to fostering an inclusive environment for all employees, team members, and clients from diverse backgrounds. As a progressive organization, we expect applicants to actively contribute to a collaborative, inclusive, and culturally diverse workplace. Our team consists of highly dedicated and motivated individuals working toward transformative change in our communities. We welcome anyone who shares our passion for social justice and inclusivity to join our team and help drive meaningful impact for the diverse populations we serve.



centrosavila.org
1317 Isleta Blvd SW
Albuquerque, NM 87105
505.312.7296

Submit cover letter and resume to centrosavilajobs@centrosavila.com.
