

Staff Accountant – Heading Home

Job Overview

Responsibilities for Staff Accountant

- Support duties related to accounts payable and accounts receivable functions
- Assist with preparation of contract billings
- Assist with the processing of payroll on a biweekly basis.
- Research and resolve discrepancies in a timely fashion
- Maintain confidentiality of all financial data
- Interpret and apply accounting policies, rules, and regulations to all work in order to ensure compliance with applicable standards
- Compile and prepare routine reports and summaries
- Other duties (as needed)

Qualifications for Staff Accountant

- At minimum, an Associate's degree in Accounting, Bookkeeping, Finance, or similar field. Bachelor's degree preferred. An equivalent combination of education, training, and experience can be substituted.
- 1-3 years of relevant, hands-on accounting experience
- Experience with QuickBooks a plus.
- Proficient to advanced knowledge of Microsoft Office Applications, including Excel
- Excellent verbal and written communication skills
- Strong attention to detail and accuracy
- Ability to work independently on assigned duties
- Demonstrates an ability to manage a variety of priorities while meeting deadlines

Job Type: Full-time Non-exempt (At least 30 hours/week)

Salary: \$17-19.5 /hour Work Location: Albuquerque, NM

Benefits: Health insurance, Dental insurance, Vision insurance, Retirement plan, Paid time off

Interested applicants should apply online at [Indeed.com](https://www.indeed.com) in order to take the appropriate assessment.
[Click here to access the job description on Indeed.com.](#)