

**NEW MEXICO VETERANS INTEGRATION CENTERS
(NMVIC)**

13032 Central Avenue SE
Albuquerque, NM 87123
(505) 265-0512 <http://www.nmvic.org/>

POSITION: Office Manager-Bookkeeper

POSITION DESCRIPTION

The position will fall under the direction of the Director.

The Office Manager-Bookkeeper is responsible for

1. Day-to-day office management at the NMVIC, ensuring duties are completed in a timely and efficient manner, per the directions of the Director or Operations Manager; and
2. Conducting financial processes per the NMVIC Financial Procedures, to include documentation and recording of expenditures, revenues, and payments for vendors, payroll, taxes, and state/government liabilities.

DUTIES

1. Financial Transactions – Record transactions and in-kind donations (such as checks written and received); invoice clients
 2. Banking – Reconcile bank statements and make bank deposits
 3. Payroll – Manage payroll records, payments, and payroll tax information and payments
 4. Bookkeeping/Financial Reports – Manage accounts receivable, accounts payable, journals, and ledgers; prepare adjusting entries, the trial balance, profit and loss statements, and balance sheets; prepare financial reports upon request
 5. Budgets – Implement budgets into the financial system per the direction of the Director
 6. Federal and State Taxes – Prepare tax information and payments; complete annual tax forms (W-2s and 1099s)
 7. Grants – Produce financial grant reports
 8. Purchase Orders – Create a system to track purchases and to assure the amount is applied to the proper grant
 9. Purchases/Office Supplies – Oversee personnel requests and process purchases for the needs of the NMVIC
 10. Personnel Files – Manage file system to ensure information is up to date (e.g., I-9s, W-4s) and accurate
 11. HR Activities – Coordinate activities to include benefit registration, testing, and training
 12. Financial Files – Ensure all financial files are orderly and available for audits and review
 13. Executive Board Meetings – Support the Program Director in the preparation of briefing materials for monthly meetings of the Executive Board of Directors
 14. Grants and Proposals – Coordinate activities as needed
 15. Safety – Comply with all trained safety rules
 16. Office Management – Ensure office is clean, professional and supplies/equipment are maintained.
 17. Other – Complete other duties as assigned by the Director
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MINIMUM REQUIREMENTS

1. Bachelors degree in Business Administration or equivalent experience
2. At least four years work experience that can be demonstrated to be applicable to the duties listed on the position description
3. Familiarity with the MSOffice Suite, to include MS Word, Excel, and PowerPoint
4. At least two years in customer service, dealing with the public and outside organizations
5. At least two years experience in a fast-paced office environment
6. Experience in entering data into a financial management program, such as Quickbooks or Deltek, with the ability to extract specific data for the purpose of providing information to the management staff
7. At least two years experience with tax payments, tax form filing, and audit participation.

SKILLS AND KNOWLEDGE

The Office Manager-Bookkeeper will be able to

1. Communicate effectively, both orally and in writing;
2. Demonstrate organizational skills and the ability to multi-task during slow and busy times (e.g., handling telephone calls, answering questions, etc.);
3. Generate documents and briefing materials for financial reporting; and
4. Be cordial and considerate, exhibit a professional approach, and demonstrate patience and understanding.

DESIRABLE KNOWLEDGE

Knowledge of nonprofits and familiarity with military issues and procedures is a plus.

Signature/Date