



We're Hiring!
Bookkeeper
Application Deadline: Open Until Filled

PRINCIPAL PLACE OF WORK: 4001 Indian School NE, Suite 120, Albuquerque, NM 87110

POSITION AND DURATION: Part-time, permanent position.

SALARY AND BENEFITS: Competitive compensation, depending on experience, employee or contractor position is optional.

Southwest Research and Information Center (SRIC), a not-for-profit multicultural educational and scientific organization based in Albuquerque, N.M., seeks an experienced bookkeeper to assist in the financial management of its \$2 million in assets. This position works with SRIC's Administrator in bookkeeping, financial management, reporting, and auditing. The successful candidate will have knowledge and experience with nonprofit organizations and a commitment to SRIC's mission. Immediate availability.

MINIMUM QUALIFICATIONS: Demonstrated experience in using QuickBooks and related software and producing financial reports. Demonstrated attention to detail regarding all aspects of financial and contract management. Interest in and commitment to working with nonprofit organizations and their public service missions. Ability to work flexible hours, especially when financial statements and audits are required and to work in-office and remotely as circumstances warrant. Ability to pass a criminal background check.

PREFERRED QUALIFICATIONS: Familiarity with federal and New Mexico nonprofit laws and regulations. Demonstrated ability to communicate with community-based organizations in fiscally-sponsored projects.

JOB DESCRIPTION: The five principal duties of this position are: (1) Recording transactions in QuickBooks and verifying accuracy; (2) organizing receipts and expenditures; (3) preparing basic financial documents, including income and expense statements by account; (4) assisting in tax payments and returns; and (5) assisting in all aspects of preparation of the annual audit.

APPLICATION PROCEDURES: Interested candidates should send a letter of interest, résumé, and at least two references to SRIC, P.O. Box 4524, Albuquerque, NM 87196, or by e-mail to srcdon@earthlink.net. Please do NOT submit your application materials by facsimile. SRIC is an equal opportunity employer.