



**National Indian Youth Council, Inc.**  
**318 Elm Street SE, Albuquerque, New Mexico, 87102**  
**Telephone: 505.247.2251 Fax: 505.672.7778**

**TITLE OF POSITION:** Full Charge Bookkeeper  
**CLASSIFICATION:** Regular, Part-Time (30 hours)  
**SUPERVISION:** Executive Director  
**LOCATION:** NIYC's Albuquerque Offices  
**PAY RATE:** \$20.00 per hour to \$27.00 per hour

#### ABOUT NIYC

The National Indian Youth Council, Inc., (NIYC) is the second oldest Native American non-profit organization in the United States founded in 1961. NIYC began as an Indian civil rights organization with a rich history of advocacy and activism. Currently, we are one of the largest urban, Native American-serving workforce development and training programs in the country and have successfully operated this program, funded by the US Department of Labor, for over 30 years. On average, we serve over 1200 Native American adults each year, with roughly 400 receiving financial assistance while enrolled in our classroom training and work experience programs. NIYC has 3 offices located in Albuquerque (main), Farmington and Gallup, NM. We have a staff of 14 and a national board of directors.

#### POSITION OVERVIEW

We are looking to hire an experienced Full Charge Bookkeeper to handle our nonprofit organization's accounting functions. In this role, you will be responsible for managing the full cycle of accounting duties. You will supervise a part-time accounting technician who assists with A/P, requisition requests, and payroll. Currently, this is a part-time position (30 hours) with benefits and could become full-time in the future.

You must have advanced knowledge of bookkeeping and accounting systems, excellent project management skills, and a good eye for detail. Significant nonprofit bookkeeping/accounting experience and solid familiarity with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) and GAAP is required.

NIYC has recently transitioned to QuickBooks Online. Familiarity with CYMA Accounting Software is helpful, as we will need to occasionally access old data in that system.

**PRIMARY RESPONSIBILITIES** include, but are not limited to:

- Managing the full cycle of accounting activities for NIYC
- Record Transactions
- Reconcile Financial Accounts (monthly)
- Assist with Budget Preparation
- Prepare Closing Journal Entries
- Prepare Financial Packages for Board Review
- Make Draw Downs on federal PMS system
- Reconcile & Update Draw Down Report
- Prepare Grant Reporting
- Audit Preparation & Assistance



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- With CPA oversight, prepare Year End Close Out
- Review Transactions/Vendors for W-9 Documentation
- Collating and entering vendor expenses
- Preparing bank statements and reconciliations
- Processing accounts receivable
- Maintaining the accuracy of the general ledger and journals
- Processing bi-weekly payroll and managing the payroll system
- Preparing monthly, quarterly, and annual financial statements
- Prepare reports for and remit payroll taxes, sales taxes, use taxes, and income taxes
- Account for fixed assets
- Reconcile bank accounts and petty cash accounts
- Collect information as needed for the annual audit
- Maintain a coherent system of accounts, with a supporting filing and records storage system
- Monitor cash levels
- Other related tasks as assigned

#### QUALIFICATIONS:

- Bachelor's degree in Accounting or related field preferred.
- Bookkeeping certification certification or CPA highly desired.
- 3 to 5 years experience as a Full Charge Bookkeeper, preferably for a nonprofit.
- Advanced and current knowledge of accounting and bookkeeping software, especially QBO.
- Experience preparing financial statements and tax returns (990s).
- Experience with Audit Prep for external audits.
- Ability to meet deadline.
- Attention to detail.
- Good communication skills.
- Able to pass a criminal background check.

#### BENEFITS:

- Health insurance
- Dental insurance
- Vision insurance
- Retirement plan
- Paid time off
- Other

**To apply:** Submit a letter of interest and a current resume by email both to Lorraine Edmo, Acting Executive Director at [ledmo@niyc-alb.org](mailto:ledmo@niyc-alb.org) by Wednesday, May 12, 2021. No calls please.