Staff Accountant
Santa Fe, NM

MASS is seeking a Staff Accountant who combines a solid understanding of general accounting rules with a focus in accounts payable principles, with strong analytical, problem-solving, and organizational skills. You should be highly organized and detail-oriented, with the ability to work independently and in a team setting. It is also important that you display excellent communication and interpersonal skills, as well as the ability to work well under pressure. This full-time position is based in our Santa Fe office.

This position is an opportunity to join a dedicated, diverse and passionate team, working to research, build, and advocate for architecture that promotes justice and human dignity.

Core Responsibilities:

- Support U.S. Accounting Lead in balance sheet and other GL account reconciliations
- Ensure that the monthly expense reporting by employees meets deadlines and requirements (receipts, accurate account coding and descriptions, approvals, etc.)
- Oversee the day-to-day workflow of accounts payable tasks
- Review accounts payable transactions for accuracy
- Prepare cashflow projections for payables
- Oversee preparation of payment processing reports for payroll deductions and other forms of payment to employees
- Prepare deposits and reconcile client A/R
- Monitor and maintain vendor and client communications and administration
- Support preparation and execution of annual audit
- Tackle additional responsibilities including A/R tasks and other needs as assigned by U.S. Accounting Lead

Desired Skills and Qualifications:

- A Bachelor’s degree in Accounting or related field (Finance, Management, Economics); Master’s degree preferred
- At least 2 years of accounting experience and a desire to grow into other accounting roles
- Proficiency with Oracle/Netsuite, Quickbooks Online and Expensify desired
- Positive, collaborative and proactive attitude
- Demonstrated ability to prioritize effectively, conceptualize assumptions, and test and report conclusions
- Nonprofit or professional services organizational experience preferred

This is a full time position (40 hours/week) reporting to the U.S. Accounting Lead, based in the Santa Fe Office. If you are interested in applying please submit an application through the SlideRoom portal via the application link on our website as we are unable to accept applications submitted via email. We look forward to receiving your application.