



New Mexico Activities Association
6600 Palomas Ave NE
Albuquerque, NM 87109
(505) 923-3110



POSITION ANNOUNCEMENT

Job Title: NMAA Bookkeeper

Reports To: Business Manager / Executive Director

Position Summary

The Bookkeeper supports the day-to-day financial operations of the New Mexico Activities Association in coordination with the Business Manager and under the direction of the Executive Director. This position assists with accurate financial recordkeeping, timely processing of transactions, and adherence to internal controls, state requirements, and applicable accounting standards.

Qualifications

Required

- Associate's degree
- Three+ years of experience in bookkeeping, accounting support, or financial operations
- Strong understanding of basic accounting principles
- Proficiency with accounting software and Microsoft Excel
- High attention to detail and accuracy
- Ability to handle confidential information with discretion and professionalism

Preferred

- Bachelor's degree in business, finance, accounting, education, or a related field
- Experience in an education-based or nonprofit environment
- Familiarity with QuickBooks or similar accounting systems
- Experience supporting audits or financial reviews

Essential Duties and Responsibilities

Accounting & Financial Records

- Maintain accurate and up-to-date financial records in the NMAA accounting system
- Record and reconcile daily transactions, including deposits, receipts, and disbursements
- Maintain the general ledger and supporting schedules
- Assist with month-end and year-end close processes

Accounts Payable

- Process vendor invoices and reimbursement requests in accordance with NMAA policies
- Verify proper approvals, documentation, and coding prior to payment
- Prepare checks and electronic payments while adhering to internal control procedures
- Maintain vendor records, including W-9s and payment history

Accounts Receivable

- Record incoming payments from schools, vendors, and other entities
- Apply payments accurately to appropriate accounts, programs, or events
- Assist with invoicing and follow-up on outstanding balances as needed

Reconciliations & Reporting

- Perform monthly credit card reconciliations
- Assist in preparing internal financial reports and summaries
- Support financial audits by gathering documentation and responding to audit requests

Compliance & Controls

- Follow established financial policies, procedures, and internal controls
- Assist with 1099 reporting and other required financial filings
- Ensure confidentiality and proper handling of financial, payroll, and personnel data

Administrative Support

- Provide occasional front desk and reception coverage as needed to support daily office operations

Disclaimer

This job description outlines the primary duties and responsibilities of the position. Additional duties related to the role may be assigned as organizational needs evolve.

Salary & Benefits

- \$40,000+ pending experience
- Medical, dental, vision, and life insurance
- Annual and Sick Leave

To Apply

Submit a cover letter, resume, and list of references to NMAA Executive Director, Dusty Young, at dusty@nmact.org by 4pm on Tuesday, March 17, 2026.

