



New Mexico's nonprofit accounting firm 501(C)PA wants to hire a Conversion Accountant. We are bringing new clients onboard and need help with that process.

The Conversion Accountant, under the direction of the Manager of Systems Design & Integration (MSDI), will work with new clients to set up their general ledger in MIP, map accounts from old GL to new GL, import accounting data, and format financial statements, among other responsibilities.

Salary Range is \$42,000 to \$51,000 annually. Please apply by submitting a cover letter and your resume.

Essential Job Functions

- Map old client GL accounts to new MIP account segments and import client accounting data into MIP in preparation for "go-live" date.
- Complete and document the "new client integration to back-office services" transition steps as per process checklist.
- Work with MSDI to initiate the accounts payable process and google documents.
- Assist MSDI with the setup of the google doc files.
- Assist with the precoding of transactions after the new chart of accounts is developed.
- Enter/Import the first month's transactions after agreed go-live date.
- Assist with account reconciliations.
- Work with MIP Fund Accounting software, Excel, EWS, Word, Practice CS and other software as assigned. Training is provided.
- Develop and maintain positive and cooperative relationships with others at all levels of the organization by consistently sharing information, workload, responsibilities, and recognition with others.
- Manage and maintain positive and professional relations with clients and their personnel and work with MSDI on addressing any challenges.

Competencies

- Solid knowledge of GAAP and regulatory compliance requirements, especially with respect to non-profit organizations
- Demonstrated high level of proficiency with Excel, Word and working within a remote server environment using paperless processes
- Demonstrated mature judgment and collaboration skills
- Excellent written and verbal communication and interpersonal skills
- Strong problem-solving and analytical skills
- Strategic thinking
- Solid accounting skills, including all aspects of the accounting cycle

Required Qualifications

- Bachelor's Degree in Accounting, Business, Financial or related degree
- Plus, one year of directly related accounting experience
- *OR* Associates degree plus three years of accounting and/or audit experience

**Work Environment**

New staff will work on-site during orientation week and have a hybrid in-office/at-home operations going forward. Dress code is business casual.

Position Type/Expected Hours of Work

This is a full-time position, and hours of work and days are Monday through Friday, 8:00 a.m. to 5 p.m. Occasional extra work may be required as job duties demand, and as a professional employee, the Conversion Accountant is expected to recognize when deadlines or other work demands require such extra time and effort.