



**Bookkeeper/Accounting Technician  
Farmington, New Mexico  
Full-Time Position**

The Native American Disability Law Center is looking for a full-time Bookkeeper/Accounting Technician to help with the financial & administrative operations of a busy non-profit organization that provides legal services to Native American with disabilities.

Minimum requirements are two years of Bookkeeping experience. A background in office management & administrative assistant preferred. Must have knowledge of accounts payable, payroll entry, allocation methods, bank reconciliations, financial chart of accounts, & experience with Bill & QuickBooksOnline or other comparable accounting systems. Must have strong organizational, writing & communication skills, & be familiar with basic computer programs (Word, Excel, Internet – Database, Microsoft Outlook). Understanding of the experiences & needs of people with disabilities is a plus.

Preference will be given to those with an Associate's Degree in Accounting or other comparable degree. Experience with non-profit accounting & grants is also preferred.

Native American Disability Law Center is an equal opportunity/affirmative action employer. Preference is given to qualified Navajo, Hopi & other Native American applicants. Individuals with disabilities are encouraged to apply.

Closing Date: Opened Until Filled

Salary Range: \$37,000 - \$66,000 Depending on Experience & Qualifications

For an employment application, please contact the Law Center at (505) 566-5880 or by email [info@natedisabilitylaw.org](mailto:info@natedisabilitylaw.org)

To apply, please submit the following:

- Resume
- Letter of Interest
- Two Letters of Recommendation

**Application materials should be sent to**

Therese Yanan, Executive Director  
Native American Disability Law Center  
905 W. Apache Street  
Farmington, New Mexico 87401