



Bookkeeper (Part-time/Long-term Internship)

IDEAS Engineering & Technology, LLC (IDEAS-TEK) is a fast-paced, rapidly growing space technology company focused on high-reliability, mission-critical systems. Our clients include key government organizations and space technology companies. Our focus includes:

Embedded systems | Digital microelectronics | High-performance computing and sensing systems

Come join our nimble team of engineers and scientists in Albuquerque, New Mexico, where you will have an opportunity to LEARN and LEAD. Recognized the last four years by New Mexico Technology Flying 40 as one of the fastest growing companies in New Mexico.

We offer:

- Competitive compensation
- Excellent working environment and benefits (Medical, Dental, Vision, and Life Insurance)
- Retirement plan with company matching and profit sharing
- Flexible schedule; PTO

Duties and Responsibilities

As part of the accounting team, you will work closely with the leadership team and senior accountant in all aspects of the company's finances. This includes:

- Supporting the company by maintaining office operations and procedures, including tasks related to accounting, purchasing, inventorying, human resources, and visitor assistance.
- Creating, updating, and maintaining administrative files, inventories, projects and personnel records.
- Monitoring, reconciling, and/or assisting with financial administration, including but not limited to budgets, contracts, payroll, employment, and/or purchasing.
- Performing miscellaneous job-related duties as assigned.
- This position will report to the Senior Accountant.

Knowledge, Skills and Abilities Required

- High School Diploma and at least 4 years of experience directly related to the duties and responsibilities specified above, or
- Pursuing a Bachelor degree in Accounting, Finance, or related field;
- Ability to communicate effectively, both orally and in writing; and to create, compose, and edit written materials.
- Ability to gather data, compile information, and prepare reports.

- Attention to detail and record maintenance skills.
- Skill and extensive experience in the use of accounting tools, e.g. QuickBooks.
- Familiarity with general accounting principles.
- Familiarity with human resources concepts, practices, policies, and procedures.
- Demonstrated ability to maintain confidentiality.
- Ability to thrive in a fast-paced environment with quickly changing business needs

Knowledge, Skills and Abilities Desired

- Experience with government and commercial contracts, including FFP, CPFF, and T&M
- Familiarity with FAR/DFAR regulations and requirements
- Experience with payroll administration

Working Conditions and Physical Effort

- Work is normally performed in a typical interior/office work environment, with no or very limited exposure to physical risk and limited physical effort required.

IDEAS-TEK is an equal opportunity employer and does not discriminate on the basis of race, religion, color, national origin, age, sex, gender, gender identity, gender expression, genetic information, disability or any other characteristic protected by law.