



SOUTHWEST BORDER  
REGIONAL COMMISSION

## **Southwest Border Regional Commission (SBRC) - Staff Accountant**

- **Location:** Las Cruces, NM, and Laredo, TX
- **Salary:** \$62,392 – \$81,114 per year (Equivalent to GS-9, 2026 Pay Table)
- **Appointment Type:** Full-Time, Non-Federal (Commission Staff)
- **Work Schedule:** Monday – Friday

### **Overview**

The Southwest Border Regional Commission (SBRC) is a federal-state partnership created to drive economic development, infrastructure improvement, and poverty reduction across the 103 counties of the U.S.-Mexico border region.

As a Staff Accountant, you will serve as a key member of the SBRC financial team. You will be responsible for the professional application of accounting principles to support the Commission's grant programs, administrative budget, and statutory reporting requirements. This is a non-federal position; the incumbent is an employee of the Commission, not the United States Government, though the role closely mirrors the GS-0510-09 series in scope and compensation.

### **Duties**

As a Staff Accountant, your typical duties will include:

- **Grant Accounting:** Reviewing and auditing financial reports from grant recipients (local governments, tribes, and nonprofits) to ensure compliance with SBRC and federal "Uniform Guidance" (2 CFR 200).
- **Financial Reporting:** Preparing monthly, quarterly, and annual financial statements for the Federal Co-Chair and the Commission board.
- **Audit Support:** Assisting in the preparation of internal and external audits, ensuring all ledgers, receipts, and disbursement records are audit-ready.
- **System Management:** Operating and maintaining automated accounting systems to track the Commission's administrative and program funds.

- **Technical Assistance:** Providing guidance to regional partners on financial reporting requirements and cost-share/matching fund regulations.
- **Federal Compliance:** oversees staff protocols and education to maintain and ensure effective internal control system in accordance with the Green Book.

## Qualifications

To qualify for this position, you must meet the following **Basic Requirement** and **Specialized Experience**:

### Basic Requirement

- **Degree:** A bachelor's degree in accounting or a related field (such as business administration, finance, or public administration) that included or was supplemented by **24 semester hours in accounting.**

### Specialized Experience (GS-9 Equivalent)

You must have at least **one (1) year** of specialized experience equivalent to the GS-07 level. This experience is defined as:

- Applying professional accounting theories and practices to record and analyze financial transactions.
- Reconciling complex accounts and identifying discrepancies in financial data.
- Interpreting financial regulations or policies to provide advice to management.

**OR (Substitution of Education):** Two full years of progressively higher-level graduate education or a Master's degree (MA, MS, MBA, or equivalent) in accounting or a related field.

## How You Will Be Evaluated

### Evaluation

You will be evaluated based on your resume, cover letter and your responses to a questionnaire focusing on the following **Competencies**:

1. **Accounting Operations:** Knowledge of Generally Accepted Accounting Principles (GAAP).
2. **Attention to Detail:** Ability to maintain accuracy in large-scale financial datasets.
3. **Communication:** Ability to explain complex financial requirements to non-financial stakeholders.
4. **Grant Management:** Familiarity with federal grant cycles and compliance (preferred but not required).

5. **Knowledge & Experience** in Standards for Internal Control in the Federal Government.

**Required Documents**

- **Resume:** Showing relevant work experience, dates (MM/YY), and hours worked per week.
- **Transcripts:** Unofficial copies are acceptable for the application; official copies are required before hire.
- **CPA/CIA Certification:** (Optional) If applicable, provide proof of certification.

**Supervisory Controls:**

Works under the supervision of the Executive Director, who assigns the work to be performed, deliverables and policy. Position serves the Federal & State Co-Chairs and provides the co-chairs with information, financial data, reports, and recommendations as requested.

**Conditions of employment**

U.S. Citizenship required

Employment is subject to the successful completion of a background investigation, verification of qualifications, completion of onboarding forms, submission of required documents, and any other job-related requirement before or after appointment.

Males born after December 31, 1959 must be registered with the Selective Service.

**Physical Demands:**

Sedentary work.

**Equal Employment Opportunity (EEO) Statement**

SBRC is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, protected veteran status, or any other characteristic protected by applicable federal, state, or local law.

Protected veterans and individuals with disabilities are encouraged to apply.

**Reasonable Accommodation Statement**

The SBRC is committed to providing reasonable accommodations for qualified individuals with disabilities during the application and hiring process. If you require assistance or accommodation due to a disability, please contact Gabriela Morales Executive Director at

[Gabriela.Morales@sbrc.gov](mailto:Gabriela.Morales@sbrc.gov)

**To Apply**

Please email your resume and a cover letter outlining your relevant job experience to [info@sbrc.gov](mailto:info@sbrc.gov). Use the subject line: “2026 Staff Accountant Job Opening – Your Name-Location.”