



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Finance and Grants Specialist

SALARY RANGE: \$45,000

JOB DESCRIPTION

The North Central New Mexico Economic Development District (NCNMEDD) is seeking a highly motivated and proactive individual for a Finance and Grants Specialist.

This position will oversee finance and reporting for a three-year, \$6.4 million federal grant project, funded by the EDA Good Jobs Challenge program. The position will work directly with internal staff and external sub-awardees to ensure compliance with generally accepted accounting principles and grant-related requirements. The position will support the Project Director in the implementation and oversight of grant-specific internal controls, tracking of grant milestones and expenditures, and oversight of evaluation processes.

STATEMENT OF DUTIES

Duty	Percent of Total
Develop and implement internal controls in compliance with grant requirements.	25%
Oversee and monitor project expenditures and milestones, including for sub-awardees.	25%
Oversee and maintain project budgets, amendments and extensions.	25%
Oversee financial grant reporting.	15%
Support the Project Director with additional duties as assigned.	10%

This is a three-quarter time, temporary (34-month) position located in NCNMEDD's Santa Fe office.

EXAMPLES OF WORK PERFORMED

- Collect and maintain all grant related financial information
- Calculate data and prepare regular financial reports
- Summarize current financial status using balance sheets, cash flow statements, budget to actual statements, and other reports
- Reconcile financial discrepancies for the grant, as needed
- Maintain security of financial reports by establishing and following internal controls
- Ensure grantee and sub-awardee compliance with all grant requirements
- Review and verify source documentation such as invoices, receipts, and contracts
- Process and submit pay requests for grant reimbursement
- Submit required grant reporting and draw down requests by established deadlines
- Support ACH functions for contractor payments
- Work with NCNMEDD Finance staff to develop and/or modify systems, procedures and practices to ensure grant compliance

- Keep project leadership and the NCNMEDD Finance Department informed of grant progress and milestones, noting any delays, trends, issues or other significant events
- Maintain complete grant filing system to support accounting/financial records
- Assist with NCNMEDD budget preparation and audits as they pertain to the grant
- Develop reports and presentations
- Maintain professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies
- Contribute to team effort by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

QUALIFICATIONS AND SKILLS REQUIRED

- Three to five years of experience with grant administration, grant reporting, accounting, finance, and/or procurement. Associates or bachelor's degree in accounting or related field is preferred. Education may be substituted for experience.
- Familiarity with federal and state regulations and policies, including Uniform Administrative Guidance for Federal Awards (CFR 200), Federal Acquisition Regulation (FAR), and State of New Mexico procurement regulations
- Knowledge of governmental fund accounting
- Proficient in Microsoft Office software, especially Excel, Word, and Power Point
- Typing ability
- Ability to accurately interpret, analyze, summarize and compile data and make sound decisions.
- Demonstrate strong organizational skills and good communication skills (writing, spelling, listening, and speaking).
- Maintain effective working relationships with NCNMEDD staff, local governments, state and federal government officials, vendors, the public and private organizations
- Ability to work with people experiencing difficult issues; ability to work and perform in conflict/crisis environments
- Ability to establish priorities; knowledge of problem-solving techniques; ability to design corrective actions or solutions to problems and to measure effectiveness; attain goals and identify problem area

SUPERVISORY RESPONSIBILITIES

This position does not require any supervisory responsibilities.

PHYSICAL DEMANDS

This position requires basic physical demands for working in an office environment including, sitting for long periods, using computers and other typical office equipment, driving a car/van, carrying documents, and walking.

TRAINING

Standard training for all employees will be applied to this position as well as any training deemed beneficial by management in the future.

Training in CFR 200 and federal and State of New Mexico procurement regulations will be required.

DECISION-MAKING

This position does not require decision-making responsibilities beyond those required in a typical day-to-day working environment.

COMMUNICATIONS

This position reports to the Project Director. This position requires interaction with NCNMEDD employees and contractors, federal and state agency staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. Accordingly, the services we provide require honesty, impartiality, and fairness, and must be dedicated to the protection and promotion of the public health, safety, and welfare. As an employee and representative of NCNMEDD and its Board of Directors, all personnel are required to exhibit and practice the highest standard of honesty and integrity and must perform under a standard of professional behavior that requires adherence to the highest principles of ethical conduct in all aspects of the position.

APPLICATION DETAILS

Salary commensurate with qualifications and experience. Quality benefits package includes medical, dental, vision, paid time off and PERA retirement.

Candidate selected for full-time employment must successfully complete all pre-employment requirements (drug test and background check) prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website www.ncnmedd.com.

Application Deadline: Until Filled

Questions: Please contact Camilla Bustamante, Project Director, at 505-455-6562 or camillab@ncnmedd.com.