



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Budget Specialist

JOB DESCRIPTION: This position will be responsible for maintaining of provider budgets, contracts, and monitoring reimbursements for Non-Metro Area Agency on Aging (AAA) service providers. The position will provide budget-related technical assistance to service provider contractors and additional training as needed. This is a full time, non-exempt position located in the Santa Fe office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Responsible for maintenance and accuracy of AAA service provider budgets, contracts, contract amendments and reimbursements.	90%
Assists with Non-Metro AAA provider technical assistance and training.	10%

This position requires occasional travel throughout the state and deals with non-routine as well as repetitive assignments. Leadership qualities communication skills and close and effective working relationships with service providers are required.

EXAMPLES OF WORK PERFORMED

- Prepares and submits timely monthly service provider reimbursement requests to the New Mexico Aging and Long-Term Services Department (ALTSB).
- Gather financial information, calculate data, and prepare financial documents.
- Submit and reconcile monthly Non-Metro AAA expenditure reimbursement reports to NCNMEDD Finance Department.
- Monitor contractor's budgets and expenditures; assist contractors with reporting issues to assure compliance.
- Provide necessary technical assistance to Non-Metro AAA service provider contractors.
- Prepare vouchers for payments to contractors.
- Provide programmatic budgetary information as necessary to the AAA Director and staff as needed.
- Responsible for maintaining Non-Metro AAA provider files to ensure accuracy and timeliness of filing.
- Work closely with AAA Provider Specialists and keep them apprised of all matters regarding provider budgets.
- Assist the AAA Director and Assistant Director with development and/or revising of reporting forms.
- Make recommendations for improvement of financial reporting and/or contract compliance.
- Contributes to the development and review of policies to assist the organization with achieving its goals.
- Assist with technical assistance and training for service providers.
- Provide timely and accurate advice and information.
- Other duties assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- Associates degree in finance, accounting or a related field and three years of experience in budget management or a related field, preferably with senior services. At NCNMEDD's sole discretion, direct or related experience may be substituted for education and vice versa.

- Demonstrated understanding and application of applicable federal, state, and local regulations and policies.
- Demonstrated understanding and application of accounting concepts, principles, and practices.
- Valid New Mexico driver's license that will allow the candidate to travel and oversee provider sites and programs.

KNOWLEDGE AND ABILITIES

- Knowledge of problem-solving techniques and ability to make good, sound judgment decisions.
- Ability to establish priorities and to assess and prioritize multiple tasks, projects and demands.
- Maintain effective working relationships with NCNMEDD staff, contractors, and Board members.
- Knowledge of federal, state, and local regulations and policies.
- Experience with budgeting principles and practices and ability to analyze financial information.
- Good oral and written communication skills.
- Attention to detail.
- Ability to work and perform in conflict/crisis environments.
- Knowledge of program planning concepts, principles, and practices.
- Demonstrate behavior that maintains the organization's credibility, integrity, and positive image in the community.

SUPERVISORY RESPONSIBILITIES

This is not a supervisory position.

PHYSICAL DEMANDS

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

TRAINING

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

DECISION-MAKING

This position requires typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Interacts with NCNMEDD employees and contractors, New Mexico State agencies 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. The position requires extensive travel.

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 Crystal L. Sanchez, Non-Metro AAA Director, at 505-310-4012 or crystals@ncnmedd.com.