



644 Don Gaspar Santa Fe, New Mexico 87505 | 505.395.2668 | [www.ncnmedd.com](http://www.ncnmedd.com)

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## Job Posting

**JOB TITLE** Fiscal Agency & Procurement Specialist

### JOB DESCRIPTION

The North Central New Mexico Economic Development District (NCNMEDD) is seeking a highly organized government finance professional who will be responsible for all fiscal agency and procurement responsibilities for the agency. This is a full-time position located in the Santa Fe office.

### DUTIES & RESPONSIBILITIES

Duty	Percent of total
Fiscal agency oversight	40%
Procurement oversight	40%
Grant reporting	15%
Other duties as assigned	5%

### EXAMPLES OF WORK PERFORMED

- Responsible for fiscal oversight and grant reporting for projects funded by NM Legislative appropriations, also known as Government Recurring Opportunity (GRO) projects
- Develop, execute and monitor fiscal agency contracts between NCNMEDD and public bodies or other entities
- Oversee procurement for all NCNMEDD professional services contracts
- Provide training and technical assistance for and oversee status of projects within NCNMEDD's expenditure tracking system
- Monitor expenditures and expenditure documentation
- Check and verify source documents such as invoices, receipts, computer printouts
- Approve pay requests/reimbursements for projects
- Prepare ACH functions for contractor payments
- Comply with relevant reporting requirements
- Maintain complete filing system to support financial records
- Assist with budget preparation and audits
- Keep management informed by reviewing and analyzing special reports; summarizing information; identifying trends
- Research and prepare reports and presentations for management, communities and/or funding agencies
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and 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**

- Associates or bachelor's degree in finance, accounting, business or a related field and 5 years of experience in government finance.
- Experience with Abila/Sage MIP accounting software is preferred
- Knowledge of accounting methods and principles
- Knowledge of budgeting principles and practices
- Familiarity with federal circulars; federal, state, and local regulations; grant compliance and audit rules
- Advanced skills in Microsoft Office software, including Excel spreadsheets and relational databases
- Demonstrated knowledge of methods to collect and analyze financial data
- Ability to accurately interpret, analyze, summarize and compile data
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demand
- Knowledge of problem solving techniques
- Maintain effective working relationships with NCNMEDD staff, vendors, the public and private organizations
- Good verbal and written communication skills
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

## **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**

Training/certification will be required on the following:

- State of New Mexico Certified Procurement Officer (CPO)
- Code of Federal Regulations 200 (C.F.R. 200)
- Other state and federal programs as required by the supervisor

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 the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

## **COMMUNICATIONS**

This position reports to the Finance Director and interacts with NCNMEDD employees and contractors, New Mexico State agency staff, federal agency staff, tribal, 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**

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 the 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 will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Candidate must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at [www.ncnmedd.com](http://www.ncnmedd.com).
- Email Bernadette Segobia-Abeyta, Finance Director at [bermadettes@ncnmedd.com](mailto:bermadettes@ncnmedd.com) with any questions.
- This position is also posted as a contract opportunity which requires a response to a Request for Proposals (RFP). Please [click here](#) for more information.