



NORTH CENTRAL NEW MEXICO ECONOMIC DEVELOPMENT DISTRICT

Job Posting

JOB TITLE: Finance and Grants Specialist

SALARY RANGE: 45,000-\$55,000

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 help the NCNMEDD region recover from the impacts of the Calf Canyon/Hermits Peak Fire and subsequent flooding by assisting affected communities with grant administration, grant reporting, procurement, and associated finance and accounting work. Work will be focused in NCNMEDD's eight county region of Santa Fe, Rio Arriba, Los Alamos, Taos, Mora, Colfax, San Miguel and Sandoval counties with emphasis on the counties directly affected by the disaster.

STATEMENT OF DUTIES

| Duty | Percent of Total |
|---|------------------|
| Grant administration and reporting | 40% |
| Develop systems and financial procedures and practices that meet federal regulations and grant requirements | 30% |
| Procurement and contract management support | 20% |
| Project management support | 10% |

This is a full-time, temporary (24-month) position managed from the NCNMEDD Santa Fe office. Actual work will occur on-site primarily in Mora and San Miguel counties. This position requires travel among the affected counties and the central Santa Fe office.

EXAMPLES OF WORK PERFORMED

- Manage all grant deliverables and deadlines
- Submit required grant reporting by established deadlines
- Ensure local government compliance with all grant requirements
- Review and verify source documentation such as invoices, receipts, and contracts
- Prepare ACH functions for contractor payments
- Work with local government management and finance staff to develop and/or modify systems, procedures and practices to ensure grant compliance
- Process and submit pay requests for grant reimbursement
- Assist with project management
- Maintaining complete filing system to support accounting/financial records
- Assist with budget preparation and audits
- 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 Finance 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 the North Central New Mexico Economic Development District 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 Clarity Collins, clarityc@ncnmedd.com .