

BILLING & COMPLIANCE COORDINATOR

JOB DESCRIPTION

JOB INFORMATION

Job Title	Billing and Compliance Coordinator
LOCATION	Office <input type="checkbox"/> Remote <input checked="" type="checkbox"/>

JOB SUMMARY

Summary: As a member of the NMCSAP operations team, this position supports the administration of federal, state, local, and private funding as necessary in accordance with federal, state, local and private guidelines and law. Primary duty is to support the Director of Grant Administration in the administration of NMCSAP’s Office on Violence Against Women (OVW) Sexual Assault Services Programs (SASP) Formula Program and other federal and state grants. This includes supporting processes to ensure accurate reporting and invoicing of funded statewide entities and NMCSAP.

DUTIES AND RESPONSIBILITIES *This is not exhaustive and may be supplemented as necessary*

- Assist with monitoring subgrantee fiscal & programmatic activities
- Receive, review, approve and submit subcontractor reports to the Director of Grant Administration
- Support NMCSAP operations team with the submission of NMCSAP funding invoices to various funders.
- Coordinate with internal departments to collate data to support financial and programmatic reports
- Support the Director of Grant Administration with monitoring subcontract expenditures to ensure compliance with approved budgets and Scope of Work activities required in individual subcontracts
- Maintain correspondence and documentation related to contracts, including scope of work, budget, and invoices.
- Engage with NMCSAP staff, both individually and as a group, including through meetings, retreats, and programmatic collaborations.
- Work closely with the Director of Grants Administration and NMCSAP data team to ensure accurate data is pulled for individual funding sources for reporting requirements.
- Other duties as assigned

MINIMUM EDUCATION AND QUALIFICATION REQUIREMENTS

- Bachelor’s degree and three (3) years direct, related experience, preferably working in a nonprofit capacity. An equivalent combination of education and/or experience may be substituted if it directly relates to the essential duties and responsibilities.
- 1 year experience with the fiscal administration of multiple grant sources required.
- Must understand cost allocation with basic math skills.
- Ability to travel within the state with own means of transportation required.
- Current Valid NM Driver’s License
- Must undergo local, state, and federal criminal background checks. Convictions do not necessarily disqualify an applicant.

SALARY/BENEFITS

- Salary range of \$55,000 to \$62,000 commensurate with education and experience.
- Full-Time (30 – 40 hours per week)

- Health Insurance - employee premium 100% paid by employer (+ employee payments for higher level of insurance and/or dependents)
- Flexible work hours and location. This position offers a flexible remote work environment; however, the candidate must be located within a reasonable distance from our office to attend on-site meetings, collaborate with the team, or participate in special events as needed.
- Some travel required throughout NM. Regular participation in federal OMB Circular and OVW Financial Trainings.

To Apply

- Send resume, letter of interest and three professional references to theresaa@nmcsap.org No phone calls, please. Questions about the position, start dates, etc. will be accepted at this address.

NMCSAP is an Equal Opportunity Employer.

"Studies have shown that women, nonbinary folks, and People of Color are less likely to apply for jobs unless they believe they meet every single one of the qualifications as described in a job description. NMCSAP is committed to building a diverse and inclusive organization and we are most interested in finding the best candidate for the job. That candidate may be one who comes from a background less traditional to our field of work, and that's okay. We would strongly encourage you to apply, even if you don't believe you meet every one of the qualifications described. We are an equal opportunity employer, and we strongly encourage people of color to apply for open positions".