

**Budget and Reimbursement Specialist**  
**Job Description**  
**REMOTE Position**

**Position: Budget and Reimbursement Specialist (Remote)**

**Supervisor:** NMPED

**Educational Requirements:** Bachelor's degree in Accounting, Finance or related field and a minimum of one year preferred, with an understanding of cost reporting. Some tax knowledge preferred, but not required.

**General Job Description:**

The Community Schools and Extended Learning Bureau is seeking a Budget and Reimbursement Specialist. The opportunity with our growing OST Programs like the 21<sup>st</sup> Century Community Learning Centers (21<sup>st</sup> CCLC) Program and Elementary and Secondary School Emergency Relief (ESSER) III Out-of-School Time Grants, K-5 Plus, and K-12 Plus programs in New Mexico. See expanded map of OST Programs at this [link](#). This position offers a remote schedule. The Reimbursement Specialist will be responsible for budget, budget adjustments and request reimbursement program approvals with coordination with the fiscal grant management department and State Fiscal Interface Specialists and Trainers.

Ideal candidate will function well in a fast paced, ever changing environment and will be poised for growth with the department.

**Essential Duties and Responsibilities**

1. Work with State Fiscal Interface Specialists and Trainers with the reimbursement and budget process for all the Community Schools and Extended Learning Time Programs.
2. Ad hoc projects such as collaborating on updating the Allowable Cost List.

**Additional Duties and Responsibilities:**

1. Be a Self-starter with the ability to plan workday/week independently in an organized fashion.
2. Have a good working relationship with various stakeholders.
3. Ensure a return on investment.
4. Process improvement on data collection and analysis. Possess excellent management skills with experience in managing and supervising administrative projects.
5. Possess excellent organizational skills.
6. Strong command over written and verbal communication.

7. Ability to prioritize work, meet deadlines, and produce quality results on time with attention to detail.
8. Proficient in using computers with related knowledge of software programs and internet protocols.

**Physical Requirements:**

Extended computer usage, and research may be required.

**Equipment/Material Handled:**

Extensive use of computers, laptop or desktop. Knowledge of navigation through the internet and search engines. Use of Office Suite software knowledge, Word, Excel and Outlook email applications. Organization of filing systems, both digital and physical.

**Work Environment:**

Must be able to work within various degrees of noise, temperature, and air quality. Flexibility and patience are required. Must be self-motivated and able to complete job assignments without direct supervision. After hours work may be required. Must be able to work under stressful conditions. Be up to date on any and all health and safety requirements put out by the CDC and adhere to state and local directives.

**Terms of Employment:**

Pay depending on experience; competitive benefits offered! If interested in this opportunity, please apply directly.