



## **JOB DESCRIPTION**

Position: Budget and Grants Manager  
Reports To: Executive Director  
Classification: Full-time, Non-Exempt  
Date: October 10, 2023

**About the New Mexico Acequia Association (NMAA):** The NMAA is a statewide, membership-based association of acequias and community ditches in New Mexico. Our mission is to protect water and acequias, grow food for our families, and honor our cultural heritage. NMAA's work is rooted in social, environmental, and economic justice.

**Position Summary:** The NMAA is seeking a person who is passionate about acequias, water, food, and culture to serve as our Budget and Grants Manager. This position will be responsible for overall financial planning, budget development and monitoring, financial reports and analysis, overall bookkeeping, payroll, oversight of receivables and payables, and compliance with state and federal tax and legal requirements. The Budget and Grants Director will work under the direct supervision of the Executive Director.

### **Duties and Responsibilities:**

- Prepare the annual budget and prepare budget reports for management and the board of directors.
- Complete reports for compliance with state and federal laws including those required by the Internal Revenue Service, the New Mexico Taxation and Revenue Department, New Mexico Workforce Solutions, Office of the Attorney General, and the Secretary of State.
- Coordinate the annual financial audit by an independent certified public accountant and oversee all internal controls.
- Prepare narrative and financial reports for multiple grants and contracts with different reporting periods. This includes substantive work on state contracts and federal grants.
- Manage the procurement process for NMAA and management of contracts for various providers of professional services.
- Support NMAA's Operations Director and accounting firm to manage accounts payable, accounts receivable, and payroll process including biweekly payments, employee benefits, and legal compliance.
- Coordinate with Operations Director to manage a filing system for accounts payable and receivables as well as files for grants, donations, vendors, and contractors.
- Support Executive Director to manage an investment portfolio for NMAA's reserve funds based on input and guidance from the management and the board of directors.
- Attend staff meetings and team meetings and assisting with other duties as needed.

### **Requirements:**

- High level of proficiency with Microsoft Excel and the ability to generate a variety of financial reports.
- Experience with financial management and/or bookkeeping for non-profit organizations.
- Degree or training in relevant field or the equivalent of experience
- Strong written and communications skills. Ability to work both independently and collaboratively to identify creative solutions to complex problems;
- Good computer skills and experience with Word, Excel, Google Mail, and various databases. Willingness to gain functional proficiency with Powerbase.
- Hybrid work, which includes work from home, work in NMAA's Santa Fe office, and attendance of in person meetings statewide. Requires sitting at a computer for 4 to 8 hours per day.

**Compensation:**

- Salary starts at \$55,000 but is negotiable depending on experience and qualifications.
- Includes benefit package that includes health insurance, vision and dental insurance, retirement plan, vacation days, and other benefits.

**Application Process:**

- Please send a cover letter and resume detailing qualifications for this position along with three professional references to [paula@lasacequias.org](mailto:paula@lasacequias.org).
- NMAA will conduct interviews with qualified candidates until the position is filled. Candidates selected for interview may be required to submit a writing sample.
- Interviews will start November 27, 2023 and the position will remain open until filled.

*NMAA is an equal opportunity employer that values a diverse, respectful, and collaborative work environment. We support diversity, equity, inclusion, and justice in our work and in our workplace.*