New Mexico Senior Olympics, Inc.
Job Description

JOB TITLE: Bookkeeper

SALARY: $46,000.00 Annual Salary

JOB DESCRIPTION: This position will be responsible to assist Executive Director in oversight to funding sources, nonprofit requirements and reporting to board of directors, including budget preparations, soliciting funding, inventory management, program and policy compliance, etc. This position will also assist with providing staff support at health promotion activities and training as needed. This is a full time, non-exempt position working directly with the Executive Director. Some travel will be required.

DUTIES & RESPONSIBILITIES

<table>
<thead>
<tr>
<th>Duty</th>
<th>Percent of total</th>
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<tbody>
<tr>
<td>Responsible for responding to funding agencies regarding assessments, ensuring program and policy compliance; updating policy and procedures; filing financial reports and assisting with grant submissions and reporting requirements.</td>
<td>50%</td>
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<td>Assist NMSO Executive Director program duties as assigned</td>
<td>20%</td>
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<tr>
<td>Responsible for all non-profit monthly financial recordkeeping and working with auditor. Will serve as the Payroll Clerk to maintain personnel files, report and reconcile payroll.</td>
<td>30%</td>
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This position requires minimal travel and deals with non-routine as well as repetitive recordkeeping tasks and other assignments. Close and effective working relationships with funding agencies are a must. Leadership qualities and communication skills are required. This position reports to the Executive Director who has been with the organization for 28+ years.

EXAMPLES OF WORK PERFORMED

• Monitor/assess performance for contract compliance in all areas of service delivery and program development
• Monitor NMSO goals and objectives for compliance
• Assist Director to ensure reporting requirements are met
• Review evidence based program protocol
• Assist Director in development of a comprehensive outreach program to include developing and implementing promotional and marketing programs and materials
• Collaborates with local, state entities to identify the interests and priorities of the organization and implement plans, programs and projects
• Assist in the planning and implementation of a public hearing
• Work closely with the Aging Network
• Responsible for maintaining all documentation
• Contributes to team effort by accomplishing related results as needed
• Other duties assigned or necessary to meet the goals and objectives of NMSO
QUALIFICATIONS AND SKILLS REQUIRED

• Bachelor’s degree in accounting, business administration, public administration, or a related field and a minimum of 3 years’ experience in accounting. (Preference will be given to candidates with experience in the aging network), 5+ years of relevant experience may be substituted in lieu of degree.
• Demonstrated understanding and application of applicable federal, state, and local regulations and policies pertaining to nonprofit organizations.
• Demonstrated understanding and application of program planning concepts, principles, and practices.
• Demonstrated ability to design corrective action plans, assist in attainment of goals, and to identify problem areas.
• Assist with coordination at the local and state level to develop and provide assistance for sanctioned local game organizations.
• Valid New Mexico driver’s license and insurance that will allow the candidate to travel on official business.

KNOWLEDGE AND ABILITIES

• Ability to establish priorities and to assess and prioritize multiple tasks, projects and demands.
• Maintain effective working relationships with NMSO staff, contractors, and Board members.
• Experience with budgeting principles and practices and ability to analyze financial information.
• Good oral and written communication skills.
• Ability to work and perform in conflict/crisis environments.
• Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community.

SUPERVISORY RESPONSIBILITIES
This is not a supervisory position.

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. Some lifting and being on your feet is required to support special wellness events/activities.

TRAINING
No special training is required for this position. 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 typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS
Reports to the Executive Director and interacts with NMSO Executive Committee Board of Directors, employees and contractors, New Mexico State agencies staff, state and local elected officials, the public, and private and/or corporate entities.

NMSO  P. O. Box 2690 Roswell NM  88201-2690; 1-888-623-6676, (575) 623-5777; www.nmseniorolympics.org
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. The position requires occasional overnight staff travel (minimum of 2 x per year).

CONDUCT
The NMSO Staff has a direct and vital impact on the quality of life for those we serve during the Annual Summer Games, Team Tournaments, and Health Promotion Events. 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 NMSO 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.

STATEMENT OF UNDERSTANDING
I have read and understand the above position description. I assert that I am able to perform all stated functions of the position, meet the requirements of the position, will adhere to the conduct requirements and regular attendance and will give complete service in equal value to compensation.

____________________________________________________________________________
Signature                                      Date
____________________________________________________________________________
Executive Director Signature                   Date