



## **New Mexico Coalition to End Homelessness Financial Specialist**

The New Mexico Coalition to End Homeless is hiring a Financial Specialist. The Financial Specialist is responsible for managing accounts receivable, invoicing for government grants, and general office management. The Financial Specialist will also assist with budgeting for grants. The Financial Specialist works in the Santa Fe office of the New Mexico Coalition to End Homelessness in a COVID safe environment and reports to the Director of Administration.

Bookkeeping: The Financial Specialist will do accounts payable and accounts receivable in Quickbooks, enter deposit data, and make bank deposits.

Grants management: Prepares invoices for monthly billings to the City of Albuquerque, US Department of Housing and Urban Development the New Mexico Mortgage Finance Authority, and others, as needed under the direction of the Director of Administration.

Vendor Relations: Working directly with all funding partners to make sure that bills are received and paid on time.

### **Qualifications**

Bookkeeping experience, Quickbooks experience

Experience in general office work

Experience in grants management

Interest in working behind the scenes to help end homelessness in New Mexico  
COVID vaccination required.

**Salary and benefits**: \$50,000/year plus health, dental, vision, paid time off and retirement

To apply please send a cover letter, resume and the names, email addresses and telephone numbers of three professional references to [Joe-Z@nmceh.org](mailto:Joe-Z@nmceh.org)

Diversity and equity are important to ending homelessness. The NM Coalition to End Homelessness is passionate about building and sustaining an inclusive and equitable working environment for staff, clients, and partner agencies. We believe every member on our team enriches our diversity by exposing us to a broad range

of knowledge and experiences that allow us to design and deliver stronger services and support in ending homelessness in New Mexico. With this in mind we welcome applicants with lived experience of homelessness, people of diverse racial and ethnic backgrounds, people who are differently abled, and LGBTQ people.