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| Job Title: | **FMS Program Specialist** |
| Department: | **Community Services** |
| Reports to: | **FMS Manager** |
| Grade: | **PS** |
| Supervises: | **N/A** |
| FLSA Status: | **Non-Exempt** |
| Prepared by: | **Karen A.K. Emerson** |
| Date: | **February 3, 2021** |
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| Purpose:The FMS Program Specialist will support the CS and FMS teams through data management, reporting, and administrative duties to ensure the efficient delivery of services that strengthen NMCAA communities and empower their residents.  |
| Essential functions:***FINANCIAL MANAGEMENT SERVICES**** Manage CounselorMax system for NeighborWorks line of businesses.
* Manage Outcome Tracker and Excel spreadsheets for IDA program.
* Prepare monthly bank statements and track monthly education by participant into Outcome Tracker and Bank Statement Spreadsheets, track and monitor deposits.
* Process direct service payments for program sites.
* Process bills related to FMS operations and reconcile the statements each month.
* Assist FMS Manager with communicating and following IDA policy and procedures.
* Prepare monthly reports for IDA regional and agency program sites.
* Manage Matt billing system for FMS program and submit bi-monthly bills to MSHDA.
* Provide monthly reconciliation of all FMS programs with Statement of Revenues and Expenditures.

***Administrative Support to the Community Services Department for the following:**** Create, revise and/or format forms, such as certificate and applications.
* Keep stocked all paper materials/forms/apps/flyers/brochures/etc. for all offices and keep P-drive forms updated.
* Gather and enter data onto spreadsheet for the quarterly HUD report and NeighborWorks ORS.

***Administrative Support to the Community Services Department for the following:**** Research and assist with grant writing.
* Prepare for FMS program reviews and audits.
* Provide assistance to Neighborhood Meeting volunteer and attend evening meeting.
* Assist with marketing and outreach for FMS and Community Services Department.
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| Position Objectives:* To ensure that the CS and FMS data input and collections are administered efficiently and effectively, remain compliant under applicable guidelines, and meet the objectives of the agency as a whole.
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| **Measured by:*** The accuracy and timeliness of work produced.
* Annual Performance Reviews.
* Program audits.
* Cooperation with and feedback from coworkers.
* The ability to represent the Agency professionally and efficiently service clients.
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| **Minimum Education:*** Bachelor’s degree or equivalent experience in required skill areas.
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| **Minimum Experience:*** One to two years’ experience in a related field.
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| **Essential Abilities:*** A commitment to the NMCAA philosophy and mission.
* Ability to maintain confidentiality.
* Ability to interact positively with co-workers and clients in a non-judgmental, tactful, and courteous manner.
* Ability to suggest innovative approaches in completing job responsibilities.
* Ability to work openly and cooperatively as a team member.
* Ability to perform physical tasks to carry out specific job duties.
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| **Minimum Skills Required:*** Excellent computer skills.
* Strong communication skills including, listening, verbal, and written communications.
* Strong organizational and management skills.
* Leadership skills to develop and mentor staff.
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| **Minimum Physical Expectations:*** Physical activity that requires extensive time working on a computer, keyboarding, sitting, and phone work.
* Physical activity that requires travel – car, train, and/or air.
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| **Minimum Environmental Expectations:**The FMS Program Specialist position operates in an office setting. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines. |