



# Northern Border Regional Commission

**Location:** This is a fully remote, work from home position. Candidates may be based anywhere within NBRC's territory (Maine, New Hampshire, New York & Vermont)

**Position Title:** Reimbursement Coordinator

**Supervisor:** Program Director

**Travel Requirements:** Periodic travel within the NBRC's territory for stakeholder, staff, and Commission meetings.

## POSITION SUMMARY

The Reimbursement Coordinator works collaboratively with NBRC staff and leadership, and Federal and State partners, to liaise with and support NBRC-funded projects across the NBRC's territory. The Coordinator's primary responsibility is the execution of project reimbursement requests, which is a critical function in the grant making lifecycle. The grant making lifecycle is a core administrative function within the NBRC, and the Coordinator will eventually learn and participate in other duties in the lifecycle.

The ideal candidate will demonstrate curiosity and an eagerness to learn about the work of the NBRC broadly, and will possess a demonstrated aptitude for: attention to detail, organizing and reviewing various types of documentation, and customer service.

This position is able to be based anywhere within a NBRC State (Maine, New Hampshire, New York, or Vermont), with periodic in-territory travel for stakeholder, staff, and Commission meetings.

## ROLES AND RESPONSIBILITIES

Reimbursement Coordinator responsibilities include:

- Processing of project reimbursement requests, which includes the collection and organization of supporting documentation, liaising with Program Team members to communicate project status and share any concerns, and liaising with grantees to discuss areas where more information is needed.
- Assists Program Team with financial obligation and deobligation requests and reporting, as well as other financial information requests.
- Assists Program Director and NBRC program staff in the in-house eligibility review of Preapplications, Applications, etc.
- Provides grant lifecycle technical assistance, and superior customer service to grantees and NBRC partners.
- Represents NBRC programs to public stakeholders, and State and Federal partners.
- Supports grantee award administration activities in collaboration with regional and local economic development organizations.
- Helps to develop grantee training materials and participates in/hosts grantee training sessions.

**Other tasks:** The Reimbursement Coordinator will support other Commission functions as needed, such as project-based work to better understand project challenges, assist in NBRC partnership program work, or supporting internal data tracking/analysis.

## REQUIRED SKILLS AND EXPERIENCE

The Reimbursement Coordinator will be an analytical team member with a curiosity about topics in economic development and more broadly. The ideal candidate will have 3-5 years of prior experience in a relevant field:

- Financial literacy, particularly with project budgets to include matching fund sources.
- Able to balance working independently with periods of collaboration, particularly around application reviews and other team-based projects.
- Superior analytical ability, detail oriented, and experience in identifying and resolving difficult problems.
- Flexibility and versatility: Provide rapid response to varying, often time-pressured assignments; possesses the agility to transition quickly between complicated issues.
- Ability to understand new information quickly and thoroughly, to develop new concepts and ways of approaching, identifying, and flagging difficult problems, and to reason logically from the facts available.
- Ability to handle difficult conversations in a calm and effective manner.
- Adaptable with respect to changes in work processes and near-term objectives.
- Ability to communicate with a diverse group of individuals.

This is a full-time role, defined as 40 hours/week. The hiring range for this role is \$55,000 - \$65,000/annually, depending on the skills and experiences of the successful candidate (for internal equity, NBRC cannot engage in salary negotiations outside of this range). This position is benefits-eligible, and the position is eligible for annual salary increases based on cost-of-living adjustments and merit.

**To apply:** Please submit a resume and cover letter to [asmith@nbc.gov](mailto:asmith@nbc.gov). Please *do not* include photos or social media links with your application materials.

**This job description is intended to provide general information about the position. It is not an employment contract and is not intended as a complete list of all job roles and responsibilities. The incumbent may be required to perform other roles and responsibilities. As with all positions, the responsibilities, roles, and requirements of this job may change. The organization, at its discretion, may alter this job description at any time with or without notice.**

### Equal Employment Opportunity Statement

The NBRC is an Equal Opportunity Employer. The NBRC does not discriminate against any employee or applicant for employment on the basis of actual or perceived race, color, creed, religion, sex or gender (including pregnancy, childbirth, related medical conditions and lactation), gender identity or gender expression (including transgender status), sexual orientation, age, disability, national origin, ancestry, citizenship status, military service and veteran status, genetic information or other characteristics protected by applicable federal, state, or local law or ordinances. The NBRC is dedicated to ensuring the fulfillment of this policy with respect to recruitment, hiring, placement, promotion, transfer, training, compensation, benefits, employee activities, access to facilities and programs, and general treatment during employment.