

Job Posting

JOB TITLE Assistant Finance Director

**SALARY &
QUALIFICATIONS**

Salary Range	Required Qualifications
\$75,000 - \$85,000	10+ years direct experience and Bachelor's degree in a related field
<i>This position allows substitution of education for experience and vice-versa, calculated at the discretion of management.</i>	

CLASSIFICATION Full Time, Salary-Exempt

LOCATION Santa Fe

SUMMARY

This position oversees routine finance department functions, reviews payroll, and assists with director-level responsibilities, such as the annual budget, grant reporting, and audit preparation.

Duties	Percent of total
Oversees routine finance department functions, including but not limited to accounts receivable, accounts payable, payroll, and reconciliations	40%
Assists with annual budget, budget adjustment requests, and budget monitoring	20%
Assists with grant reporting	20%
Assists with audit preparation	10%
Performs duties of the Finance Director as needed and other organizational duties as assigned	10%

EXAMPLES OF WORK PERFORMED

- Review for accuracy and approve accounts payable and accounts receivable
- Prepare and upload ACH files for bank processing
- Perform monthly reconciliation of bank accounts and credit card statements
- Perform reconciliation of balance sheet accounts
- Review and post payment requests
- Review biweekly payroll for accuracy
- Complete payroll and benefit reports
- Assist with annual budget preparation and review
- Review and/or prepare budget adjustment requests
- Review and/or prepare quarterly budget-to-actual reports
- Assist with financial reporting to the Board of Directors
- Assist with monthly, quarterly, and annual grant reporting
- Assist with annual audit preparation
- Maintain complete filing system to support accounting/financial records
- Comply with relevant reporting requirements

- Verify source documents such as invoices, receipts, computer printouts
- Ensure adherence to financial policies, procedures and internal controls
- Review, analyze and create reports, summarize information and identify trends
- Provide mentorship and training to Accounting Specialists
- Serve in place of the Finance Director on an as needed basis, including all responsibilities contained in the Finance Director job description
- Maintain professional and technical knowledge by attending educational workshops, reviewing professional publications, and participating in professional societies
- Contribute to team efforts by accomplishing related results as needed
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD

SKILLS REQUIRED

Specific to Position

- Mastery of computerized accounting and payroll systems
 - Experience with MIP accounting and isolated payroll systems is preferred
- Advanced office and computer skills including Microsoft Office, particularly Excel, Word, and Outlook, as well as use of databases
- Mastery of budgeting principles and practices
- Knowledge of federal and state regulations and policies
- Ability to accurately reconcile, interpret, analyze, summarize and compile data
- Detail oriented with excellent organizational skills
- Excellent customer service, verbal and written communication skills
- Ability to work independently, prioritize tasks, and meet deadlines
- Good managerial and supervisory skills

General

- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demands
- Application of problem solving techniques
- Ability to independently plan and organize projects
- Maintains effective working relationships with NCNMEDD staff, partner organizations, and consumers
- Demonstrates behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This position is responsible for supervising Accounting Specialists.

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 vehicles, carrying documents, and walking.

TRAVEL

Travel is not a requirement for this position. However, some professional development opportunities may require in-state or out-of-state travel.

TRAINING

Training in governmental financial management, federal Uniform Administrative Requirements (2 CFR Part 200), MIP accounting system, isolated payroll system, and NCNMEDD financial policies 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 the use of discretion and independent judgment with respect to matters of significance for the agency as well as typical decision-making responsibilities required in a day-to-day office working environment.

COMMUNICATIONS

Reports to the Finance Director and interacts with NCNMEDD employees and vendors/contractors; the NCNMEDD Board of Directors; local, state and federal agencies; state and local elected officials; the public; and non-profit, private and/or corporate entities.

EQUIPMENT USED

Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and company vehicles.

WORK ENVIRONMENT

This position will work in a standard, smoke-free, indoor office environment with other staff.

CONDUCT

The North Central New Mexico Economic Development District (NCNMEDD) has a direct and vital impact on the quality of life for those we serve. 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 NCNMEDD 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.

APPLICATION DETAILS

- Salary will vary based on education and experience.
- Position will remain open until filled.
- NCNMEDD provides Public Employee Retirement Association of New Mexico (PERA) retirement.
- Quality benefits package includes medical, dental, retirement and paid time off.
- Finalists for this position must successfully complete all pre-employment screening and requirements prior to commencing employment.
- Applicants must complete NCNMEDD Employment Application at www.ncnmedd.com.
- Contact Stephany Gonzalez, stephanyg@ncnmedd.com, with any questions.