North Central
NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

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Job Posting

JOB TITLE **ASSISTANT DIRECTOR OF FINANCE**

SALARY & QUALIFICATIONS

Salary Range	Required Qualifications
$75,000 - $85,000	5+ years direct experience and Bachelor's degree in a related field
This position allows substitution of education for experience and vice-versa, calculated at the discretion of management.	

CLASSIFICATION Full Time, Salary-Exempt
LOCATION Santa Fe, Hybrid

Help Strengthen Communities Through Financial Leadership
Are you an experienced accounting or finance professional ready to take the next step in your career? Do you enjoy managing financial operations, improving processes, and contributing to an organization that makes a meaningful difference?

The **North Central New Mexico Economic Development District (NCNMEDD)** is seeking a detail-oriented, collaborative, and motivated **Assistant Director of Finance** to help oversee financial operations and support the organization's mission of strengthening communities throughout northern New Mexico.
This is an excellent opportunity for a finance professional who wants to expand their leadership responsibilities while contributing to programs that positively impact communities across the region.

What You'll Do
Reporting to the Finance Director, the Assistant Director of Finance will oversee daily accounting activities, support budgeting and financial reporting, and help ensure compliance with financial policies and grant requirements.

Key responsibilities include:
- Oversee daily accounting operations, including accounts payable, accounts receivable, payroll, and account reconciliations.
- Review financial transactions, payment requests, and ACH files for accuracy and compliance.
- Prepare monthly bank, credit card, and balance sheet reconciliations.
- Assist with annual budget development, budget adjustments, and ongoing budget monitoring.
- Prepare and review quarterly budget-to-actual reports and other financial analyses.
- Support financial reporting to the Board of Directors and organizational leadership.
- Assist with monthly, quarterly, and annual grant reporting and financial compliance.
- Coordinate documentation and financial records for annual audits.
- Strengthen internal controls and ensure adherence to applicable financial policies and regulations.
- Provide guidance, training, and mentorship to accounting staff.
- Serve in place of the Finance Director when needed.

What We're Looking For

The ideal candidate combines strong technical accounting expertise with sound judgment, excellent organizational skills, and the ability to lead others.

Required qualifications:

- Bachelor's degree in accounting, finance, business administration, or a related field.
- At least five years of directly related professional experience.
- Strong knowledge of accounting practices, financial reporting, and budgeting.
- Proficiency with computerized accounting and payroll systems.
- Advanced Microsoft Excel skills and proficiency with Microsoft Office applications.
- Ability to analyze financial data, identify discrepancies, and communicate findings clearly.
- Strong attention to detail, problem-solving abilities, and time-management skills.
- Effective communication, collaboration, and supervisory skills.
  Equivalent combinations of education and experience may be considered at management's discretion.

Preferred qualifications:

- Experience with MIP Abila accounting software and isolved HCM payroll systems.
- Familiarity with governmental or nonprofit financial management.
- Knowledge of federal grant requirements, including 2 CFR Part 200.
- Experience mentoring or supervising accounting professionals.

Why Join NCNMEDD?

At NCNMEDD, your work contributes to an organization dedicated to improving the quality of life in northern New Mexico. We offer a competitive compensation and benefits package, including:

- Annual salary of $75,000–$85,000.
- Medical and dental insurance.
- Public Employees Retirement Association of New Mexico (PERA) retirement benefits.
- Paid time off.
- Professional development and training opportunities.
- Meaningful work supporting regional programs and communities.

Ready to Make an Impact?

If you're an experienced finance professional looking for an opportunity to grow your leadership skills while supporting an important regional mission, we encourage you to apply!

NCNMEDD is an Equal Opportunity Employer. All qualified applicants will receive consideration without regard to any status protected by applicable federal or state law.

Job Type: Full-time

Pay: $75,000.00 - $85,000.00 per year

Benefits:

- 401(k)
- Dental insurance
- Health insurance
- Life insurance
- Paid time off
- Vision insurance

  Ability to Commute:
- Santa Fe, NM 87505 (Required)

Ability to Relocate:

- Santa Fe, NM 87505: Relocate before starting work (Required)

Willingness to travel:

- 25% (Preferred)

Work Location: Hybrid remote in Santa Fe, NM 87505

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.