NORTH CENTRAL NEW MEXICO
ECONOMIC DEVELOPMENT DISTRICT

Job Description

JOB TITLE Finance Director

SALARY RANGE $65,000 - $80,000

JOB DESCRIPTION
This position will be responsible for the overall financial management of the agency coordinating the financial responsibilities of the various programs and their associated managers, assuring compliance with generally accepted accounting standards and state and federal requirements, implementation and oversight of financial internal controls, and oversight of the annual audit process. This is an exempt position located in the Santa Fe office.

DUTIES & RESPONSIBILITIES

Duty	Percent of total
Make daily decisions concerning the financial transactions of NCNMEDD	40%
Establish and implement the internal controls and documentation of NCNMEDD finances	30%
Recommend and implement policies and solutions to financial management of the agency operations	20%
Oversee the annual audit of the agency	10%

EXAMPLES OF WORK PERFORMED
- Gathers financial information, calculates data and prepares regular financial reports
- Improves financial management and control by evaluating and designing financial systems
- Reconcile agency documentation with Sage account system
- Reviews asset, liability, and capital account entries by compiling and analyzing account information
- Documents financial transactions by entering account information
- Recommends financial actions by analyzing accounting options
- Summarizes current financial status by collecting information; preparing balance sheet, cash flow statement, and other reports
- Substantiates financial transactions by auditing documents
- Maintains accounting controls by preparing and recommending policies and procedures
- Reconciles financial discrepancies by collecting and analyzing account information
- Maintains financial security by establishing and following internal controls
- Provide current financial information to the Executive Director and Program Managers
- Keeps management informed by reviewing and analyzing special reports; summarizing information; identifying trends.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Contributes to team effort by accomplishing related results as needed.
- Other duties as assigned or necessary to meet the goals and objectives of NCNMEDD.

QUALIFICATIONS AND SKILLS REQUIRED

- A Bachelor's degree in accounting, financial management or related field and 5 years of experience in public sector accounting in New Mexico is required. Relevant and/or equivalent combination of education and experience may be considered.
- Familiarity with and use of Abila/Sage accounting software and Microsoft Office 2010 or later, is required
- Demonstrated knowledge of accounting methods and principles and their application to public accounting
- Demonstrated knowledge of federal circulars and regulations of public accounting, state accounting and budgeting laws and auditing regulations
- Demonstrated knowledge of methods to collect and analyze financial data
- Ability to accurately interpret, analyze, summarize and compile data
- Ability to make good, sound judgment decisions
- Ability to assess and prioritize multiple tasks, projects and demand
- Knowledge of problem-solving techniques
- Maintain effective working relationships with NCNMEDD staff, contractors, and Board members.
- Knowledge of federal, state, and local regulations and policies
- Experience with budgeting principles and practices
- Good oral and written communication skills
- Ability to work and perform in conflict/crisis environments
- Knowledge of program planning concepts, principles, and practices
- Demonstrate behavior that maintains the organization credibility, integrity, and positive image in the community

SUPERVISORY RESPONSIBILITIES

This position is responsible for supervising financial staff.

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 a car/van, carrying documents, and walking.

TRAINING

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 Executive Director and interacts with NCNMEDD employees and contractors, New Mexico State agencies staff, Federal agencies staff, state and local elected officials, the public, and private and/or corporate entities.

EQUIPMENT USED
Typical office equipment will be used such as computers, calculators, phones, copier/printers, projectors, and cars/vans.

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

CONDUCT
The District 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 of the North Central New Mexico Economic Development District 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. The employee must adhere to NCNMEDD Policies and Procedures and State and Federal laws and requirements.

SALARY
$65,000-$80,000 Commensurate with experience and other qualifications. Quality benefits package includes medical, dental, retirement and paid time off.

Candidate selected for full-time employment must successfully complete all pre-employment requirements prior to commencing employment.

Complete NCNMEDD Employment Application online on NCNMEDD website at www.ncnmedd.com, E-mail Letter of Interest and Résumé to Monica Abeita, Executive Director at **ncnmedd@ncnmedd.com.**

Application Deadline: Until Filled