



Job Description

TITLE: Chief Financial Officer	JOB CODE: 1110
DEPARTMENT: Finance	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Executive
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under executive direction of the County Manager, the CFO plans, organizes and directs the operations and staff of the Finance Department; ensures the integrity of the County's financial condition, records and reporting; develops and implements policies, procedures and internal controls; ensures compliance with all laws and regulations.

Essential Job Functions: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops, evaluates and implements department goals, policies and procedures; evaluates programs and work processes; ensures activities comply with applicable laws, policies and regulations.
- Manages operations and staff; prioritizes and assigns work and projects; hires, trains and evaluates staff; counsels, coaches and instructs employees; develops staff and conducts performance evaluations.
- Develops and monitors the budget; prepares special and recurring reports, budgets, grants, proposals and contracts; recommends and implements changes to existing policies.
- Provides leadership, direction and coaching to staff in the areas of performance management, problem resolution, planning, and work assignments.
- Conducts research and planning for the department; monitors industry trends and identifies potential changes; analyzes workload and recommends staffing assignments and adjustments.
- Manages financial functions related to accounts payable, accounts receivables, grant accounting, payroll, internal auditing, infrastructure, and fixed asset accounting; defines work procedures, prepares work schedules and standardizes procedures; ensures compliance with federal and state regulations and governmental accounting regulations.
- Coordinates and oversees the annual audit with external auditors; manages preparation of the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles.
- Coordinates and oversees the preparation of the annual budget; develops and manages a coordinated budget schedule involving all County Departments; manages submission of the annual budget and quarterly reports to the State on a timely basis.
- Coordinates County bond issues with financial advisors, underwriters, fiscal agents, and bond counsel; ensures that future bond issues are secured at reasonable rates and that a satisfactory credit rating is maintained by analyzing and monitoring the County's revenue and expenditure status; ensures compliance with the County's bond ordinances and SEC rules.
- Serves as a member of various staff committees as assigned; provides staff support to various boards and commissions, as assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of Generally Accepted Accounting Principles (GAAP) and Government Accounting Standards Board (GASB) requirements.
- Knowledge of bond issuance, federal arbitrage regulations, and IRS and SEC rules and regulations.

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- Knowledge of the laws, regulations, policies and procedures related to governmental accounting.
- Knowledge of County policies and procedures.
- Knowledge of management principles and practices.
- Knowledge of payroll procedures, IRS rules & regulations pertaining to payroll.
- Knowledge of New Mexico State Procurement Code rules & regulations.
- Skill in preparing budgets and the Comprehensive Annual Financial Report.
- Skill in analyzing financial problems and recommending sound solutions.
- Skill in formulating, recommending and administering accounting and financial policies.
- Skill in effectively managing, supervising and evaluating assigned staff.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with associate personnel, other County employees and the general public.
- Skill in the use of a personal computer and standard business software.

Education and Experience

- Bachelor's Degree in business administration, accounting, finance, public administration, or a closely related field, and nine (9) years experience in a financial and administrative field, five (5) of which must be in governmental accounting.
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) preferred.
- Valid State of New Mexico Driver's license or able to obtain within six (6) months of employment.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment; may be subject to repetitive motion such as typing, data entry and vision to monitor; may be subject to extended periods of intense concentration in the review of documents and reports.
- May be subject to bending, reaching, kneeling, and lifting such as retrieving files, records, and reports.
- Work schedule for this position may include working on religious holidays.
- Utilize, process, and navigate the County's electronic ERP system as necessary and appropriate based on the needs and requirements of this position.
- Some work duties may be performed "remotely" outside of County facilities. For remote access you must complete and maintain a current remote work agreement.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

Employee:	_____	Date:	_____
Supervisor	_____	Date:	_____
Department Head:	_____	Date:	_____