



Job Description

TITLE: Deputy Chief Financial Officer	JOB CODE: 2310
DEPARTMENT: Finance	FLSA: Exempt
PREPARED: November 2005	FLSA CLASS: Executive
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
	REMOTE WORK ELIGIBLE: YES

Summary: Under limited supervision, assists the Chief Financial Officer in managing the day-to-day operations of the Finance Department; performs a variety of technical governmental accounting procedures necessary to ensure that financial transactions are properly recorded and reported.

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.*

- Manages assigned staff; prioritizes and assigns tasks and projects; disciplines, trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Provides support, direction and coaching to employees in the areas of problem resolution, planning, and work assignments.
- Assists in developing the annual budget; prepares special and recurring reports, proposals and contracts, and disseminates to County staff and external agencies; recommends and implements changes to existing policies and procedures.
- Monitors and reviews service trends and recommends operational and policy improvements.
- Assists in managing and directing accounts payable, accounts receivable, grant accounting, payroll, internal auditing, annual external audit, infrastructure, and fixed asset accounting; defines and recommends work procedures, work schedules and standardized procedures to improve efficiency and effectiveness; ensures compliance with federal, state and all governmental accounting regulations.
- Assists and interacts with external auditors in the process of the annual audit.
- Assists in the preparation of the Comprehensive Annual Financial Report in accordance with Generally Accepted Accounting Principles.
- Assists in the preparation and submission of the annual budget and the quarterly reports to the Department of Finance & Administration, ensuring that State deadlines are met.
- Assists with the County bond issues; works with financial advisors, underwriters, fiscal agents, and bond counsel.
- Assists in the preparation of the departmental budget.
- Monitors revenues and expenditures to assure sound fiscal control; prepares budget requests when needed.
- Assists with the implementation of financial software.
- Provides research and analysis for the Commission and County Manager as requested; assists in implementing special projects.
- Reviews for accuracy and approves accounts payable checks.
- Serves as a member of various committees 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.

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Deputy Chief Financial Officer

- Knowledge of bond issuance, federal arbitrage regulations, and IRS and SEC rules and regulations.
- 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 eight (8) years experience in a financial and administrative field, three (3) 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: _____