



Job Description

TITLE: Sheriff's Financial Manager	JOB CODE: 3125
DEPARTMENT: Sheriff's Office	FLSA: Exempt
PREPARED: November 14, 2017	FLSA CLASS: Professional
UPDATED: March 29, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: NO	

Summary: Under direct supervision of the Undersheriff, performs budgeting and fiscal duties to include: preparation of annual budget, special reports, and prepares spreadsheets to conduct analysis and monitor financial transactions. Prepares requisitions of goods and services, processing of procurement card statements, entry of financial data, and time card management and entry. This professional position requires strong analytical and problem-solving skills and the ability to evaluate and research issues to resolve in a diligent and confidential manner.

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.*

- Guide the Sheriff's Staff in the preparation, entry and submission of the Office's annual budget. Monitor and analyze the approved budget for the Office throughout the year.
- Provide professional, fiscal support for the fiscal operations of the Sheriff's Office. Compile periodic financial reports as needed or requested. Reviews all financial documents prior to their dissemination to an outside entity.
- Acts as fiscal liaison with county Finance and Central Purchasing offices and will work closely with them to keep abreast of concepts, principles and practices.
- Develop and implement internal financial related procedures and practice standards to assure the fiscal tracking and reporting of all programs in the Office.
- Coordinates with County Finance to ensure proper financial data recording. Scans invoices and inputs accurate financial related data into the county financial software system.
- Submits requisitions for purchase orders to County Purchasing for processing. Processes invoices for payment against purchase order balances. Maintains communication with vendors and service providers.
- Responsible for the collection, review and entry of Sheriff's Office employee timecards.
- Manages all accounts receivable for services rendered by private parties to include request for invoicing through Finance.
- Quarterly reconciliation of petty cash drawer.
- Reviews procurement card purchases; validates account codes and posts to records. Inputs all Sheriff's Office procurement card activity into financial software system for monthly payment; routes monthly statements to assigned card holders for signature and then to the Sheriff or designee for final approval.
- Processes Requests for Payment (RFP) of invoices received from vendors.
- Responsible for training other personnel whose duties include or affect accounting, accounts payable (AP), accounts receivable (AR), reimbursement, financial reporting, etc., as needed.
- Assists with software implementation for the department.
- May serve on various employee committees, as required and assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of the principles, theories and concepts of governmental accounting.

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- Knowledge of automated financial systems used in the preparation and maintenance of general ledger, procurement, accounts payable, accounts receivable and time cards.
- Knowledge of County policies and procedures.
- Skill in maintaining complex accounting records and an effective record keeping system.
- Skill in organizing and prioritizing work to meet established deadlines.
- Skill in effective oral and written communications.
- Skill in establishing and maintaining effective working relationships with co-workers, other County employees and the general public.
- Skill in working independently and as a part of a team.
- Advanced skills in the use of a personal computer and standard business software, including MS Word, Excel and Access.

Education and Experience

- Bachelor's Degree in accounting, finance, or a closely related field and five (5) years of financial management or budgeting experience, or equivalent combination of education and work experience sufficient to perform the duties of the position. Governmental accounting experience is highly 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.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approvals:

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