



Job Description

TITLE: Financial Manager	JOB CODE: 3306
DEPARTMENT: Finance	FLSA: Exempt
PREPARED: February 7, 2018	FLSA CLASS: Professional
UPDATED: April 11, 2022	WORK LOCATION: Aztec, NM
REMOTE WORK ELIGIBLE: YES	

Summary: Under general supervision, performs a broad range of professional accounting duties to ensure that financial transactions of the County are properly recorded and reported. This professional position requires strong analytical and problem-solving skills, the ability to evaluate and research issues to resolve in an efficient and diligent manner, ability to supervise and oversee department staff responsibilities as directed by the Chief Financial Officer (CFO), and the communicative skills necessary to effectively and efficiently communicate with various departmental units of the County to accomplish tasks of the Finance Department.

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 finance department staff duties to assist the CFO and Deputy Chief Financial Officer (DCFO) to ensure compliance of daily, monthly, quarterly, and annual deadlines as directed by the CFO and DCFO.
- Posts to and maintains the general ledger; makes journal entries to balance and reconcile accounts; closes monthly books in general ledger; oversees and reports on cash and grant accounting; performs accounting work to prepare monthly, quarterly, and annual financial statements; prepares specialized reports for outside agencies.
- Reviews the fixed asset files and records including asset software to keep current track of all acquisitions, disposals, and transfers; reconciles asset subsidiary ledger to general ledger; oversees the annual inventory of fixed assets.
- Reviews and maintains work in process records including, but not limited to, the tracking of expenditures and project progress prepared by Fixed Asset Accountant.
- Assists in preparation of the annual budgets; conducts analyses and forecasts as directed.
- Assists the CFO and DCFO in completing the process for annual awards by the Government Finance Officers Association including, but not limited to, the annual audit, and budget awards.
- Assists in preparation for the annual audit and Comprehensive Annual Financial Report (CAFR); researches and analyzes account information; prepares audit schedules as directed.
- Prepares budget adjustments.
- Assists with preparing/reviewing policies and procedures.
- Oversees and processes monthly Volunteer Firefighters nominal fees.
- Assists with payroll processing as needed.
- Oversees and coordinates external, internal, and special audits.
- Oversees annual unclaimed property process.
- Creates reports and queries to provide information to both management and external agencies.
- Conducts special projects as assigned.
- Reviews for accuracy and approves accounts payable checks as needed.
- Reviews daily Golf Course reconciliation with subsidiary system; tracking and reconciliation of employee golf memberships.
- Assists with grant accounting; assists the grant accountant in preparing grant reports.
- Reconciles grant and other project funds monthly.
- Trains and assists personnel as needed.
- Assists with software implementations.
- Monitors monthly updates of the tax interface with the Treasurer's office.
- Coordinates with the County Treasurer to reconcile and track, as needed, the County's investments for proper tracking of the investment balance within the general ledger.

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- Monitors compliance with County gross receipts tax collections.
- Prepares month end journal entries.
- Assists with accounts payable and accounts receivable process as needed.
- Assists with and reconciles bank statements as needed.
- May serve on various employee committees, as required and assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Knowledge of governmental accounting, Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) requirements.
- Knowledge of the principles, theories, and concepts of accounting.
- Knowledge of computer software including word processing, spreadsheet, and database applications.
- Knowledge of automated financial systems used in the preparation and maintenance of general ledger, accounts payable, accounts receivable, payroll, billing, fixed assets, and collection data.
- Knowledge of County policies and procedures.
- Skill in preparing accounting transactions, financial statements, and reports.
- Skill in applying accounting principles to work activities in a governmental financial setting.
- 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.

Education and Experience

- Bachelor's Degree in accounting, finance, or a closely related field and five (5) years of accounting or finance experience. Governmental accounting experience or external financial auditing of governmental entities 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.
- 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:** _____