

**Title: Finance Director**

Type of Position: Exempt, Full Time, Benefits Eligible

Reports to: Village Clerk/Manager

Minimum Education/Experience:

- Bachelors degree from an accredited college or university in Finance or Accounting, or a bachelors degree in Business Administration with an emphasis in Accounting or Finance; and two years experience in municipal finance
- Finance Management and Finance Statement Preparation and Reporting

Additional Requirements:

- Familiarity with governmental fund-based accounting
- Familiarity with financial management software (e.g., Incode/ERP Pro 10)
- Skilled written and verbal communication.
- Ability to be bonded
- Possession of a valid New Mexico driver's license
- Willingness to participate in professional development opportunities
- Good organizational skills.

Major Tasks and Responsibilities:

- Oversee and reconcile municipal accounts, ledgers, registers and financial records, payroll, vouchers, warrants, etc.
- Participate in the preparation of the annual budget, attend all budget workshops and submit interim and final budgets to Department of Finance and Administration (DFA).
- Monitor the budget throughout the fiscal year and generate budget adjustment resolutions as necessary.
- Maintain and update a schedule of assets and depreciation.
- Assist with the administration and reporting of grants and loans.
- Prepare and submit Quarterly 941 Tax Reporting, Quarterly Workers Compensation Fee, Monthly Gross Receipts Tax Reporting, Bi-Annual Water Conservation Fee, Monthly Wage Withholding Tax, Monthly New Mexico Retiree Healthcare Authority Reporting, and Bi-Weekly PERA Reporting.
- Submit quarterly and year-end reports to the Department of Finance and Administration (DFA).
- Prepare monthly Financial Statements for Council Review and Approval
- Prepare year-end tax reporting.
- Reconcile all bank statements on a monthly basis.
- Reconcile Monthly – MVD Daily Cash Receipts
- Prepare the annual audit and make available all information requested by auditors
- Keep all payment vouchers for annual audit.

- Respond to any audit requests by the IRS.
- Oversee the payroll process, review and final approve monthly utility billing, end of day reconciliations prepared by finance admin assist, approve and post accounts payable batches
- Perform other duties as assigned by Clerk/Manager

NOTE: This is an exempt position appointed and subject to dismissal with or without cause at the discretion of the Mayor and Governing Body.