

# ***Town Treasurer Finance Director***

## ***Town of Bernalillo***

***Recruitment Period:*** Open until filled

***Location:*** Bernalillo, New Mexico  
***Department:*** Administration  
***Job Status:*** Full time/Permanent

***Salary Range:*** DOE  
***FLSA Status:*** Exempt

### **Purpose of Position:**

Performs a variety of complex supervisory, professional, administrative and technical accounting and finance functions in maintaining the fiscal records and financial systems of the Town, utilizing Generally Accepted Accounting Principles (GAAP). Coordinates assigned activities with other Town Departments and outside agencies. Performs all financial reporting to Federal, State and other Local government entities, as well as the Auditor of Public Records. Must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job related meetings, and perform other duties and projects as assigned.

### **General Duties and Responsibilities:**

Compiles and prepares financial reports for the Town's Governing Body, Town Administrator, Department Heads and state agencies. Prepares and maintains the annual budget and supervises statutory compliance of the budget. Responsible for adjustments to the budget to satisfy the needs of the Town as directed by the Town Administrator. Advises the Governing Board and Town Administrator on various financial matters. Oversees utility billing and deals with the public regarding billing issues. Approves all purchase orders and oversees compliance of Town Procurement Policies.

### **Education/Experience:**

Minimum of a Bachelor's degree (B.A.) from a four (4) year college or university in finance or related field, and five (5) years of public management experience; or a combination of education and experience totaling ten (10) years.

### **Agency Preference:**

- Must have knowledge of governmental accounting principles and practices.
- Must have knowledge of municipal financial requirements including but not limited to accounting, records management and retention and financial reporting.
- Must have excellent written and verbal communication and customer service skills
- A minimum of 5 years in local government management and financial management, demonstrating considerable experience in financially managing major projects is preferred
- Knowledge of INCODE financial software applications is preferred

### **Conditions of Employment:**

- Must have and maintain a valid New Mexico Driver's License with acceptable driving record for the past three years.
- Must be insurable through New Mexico Self Insurers' fund.
- Must be bondable.
- Must be a registered State Certified Procurement Officer (CPO) within 90 days of employment

**Working Conditions:**

Work is performed in an office and field setting, some travel may be required.

**If interested, please submit your application to:**

Troy Martinez  
Human Resources Director  
P.O. Box 638  
Bernalillo, New Mexico 87004

Or by email to:

[jobs@townofbernalillo.org](mailto:jobs@townofbernalillo.org)

Or by fax to:

505-771-8626