

City of Santa Fe, New Mexico

P.O. Box 909, 200 Lincoln Ave
(505) 955-6597 Fax (505) 955-6810

www.santafenm.gov



POSITION TITLE Finance Department Director (53)
DEPARTMENT Finance
PERIOD TO APPLY: 3/16/2018-4/16/2018
SUPERVISOR: City Manager

SALARY RANGE: \$34,522-59,161 (Q)
FLSA/UNION STATUS: Exempt/Nonunion
POSITION STATUS: Exempt/Full-Time
LOCATION: Finance

GENERAL PURPOSE

Under the general direction of the City Manager, performs professional and managerial duties related to planning, directing and organizing the functions of the Finance Department. Responsible for overall fiscal management of the City, administers and maintains City financial records, ensures reporting compliance and safeguards City assets.

SUPERVISION RECEIVED

Works under the general direction of the City Manager.

SUPERVISION EXERCISED

Provides general supervision to assistant staff.

ESSENTIAL FUNCTIONS (A position may not include all of the duties listed, nor do the listed examples include all duties, which may be found in a position of this class.)

Advises City administration and the Governing Body on financial issues, reports projections, and participates in the formulation, administration and implementation of City financial policies. Responsible for incorporating latest accounting standards into City financial policies. Provides information in a concise, timely, accurate and understandable manner.

Plans, organizes, and directs the work and the operations of the Financial Management Division (payroll, cashiers, payables, and accounting), Purchasing, Budgeting, IT, ADA, Cash Management/Investments, debt service planning, funding and payments, capital assets accountability, inventories, and financial planning as applicable by the administration. Responsible for department and division budget formulation and maintenance, personnel hiring, termination, evaluations, training, procurement for department needs, and policy manuals.

Serves as liaison to the Finance Committee and Audit Committee in preparing the agenda and all material for the Committees packet; works closely with departments to ensure that items for consideration are accurate and complete, that financial and budget information is clear, accurate and valid; and that follow-up is provided for questions and issues to the Finance Committee and Audit Committee. Presents reports and recommendations to other Committees as needed. May be required to attend committee meetings, City Council meetings and other public meetings as financial issues or requests for information are on agendas, or as directed.

Responsible for preparation of annual operating budget for submittal to the City Manager with budget presentation to the Finance Committee and City Council; personnel budget projections and maintaining number of authorized positions; revenue projections; evaluating operating and capital department requests; reviewing, reporting, and resolving budget shortfalls by working with individual departments and administration. Prepares the preliminary and final budget books. Prepares operating projections for projects, programs and funds. Integrally involved with strategic planning and preparing projections, recommendations, and reports.

Responsible for coordination of annual independent audit and prepares the Comprehensive Annual Financial Report (CAFR) on an annual basis. Works closely with internal auditor. Reviews and ensures effective and efficient processes, systems and internal controls, determines and resolves problems, and updates and improves procedures, as necessary, for more accurate reporting and safeguarding assets.

Reviews and signs all contracts. Prepares tax increase related election information and processes, as applicable. Plans and coordinates other financial areas for special projects with departments in projections, operations, ordinances, grants, revenues and other areas. Reviews and advises on legislative issues and impacts. Responsible for writing, reviewing, and amending ordinances, as needed or requested.

Ensures cash sufficiency in all funds, including planning for future solvencies. Reports and projects cash balances in key funds. Maintains and reports on required/recommended cash reserves.

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Ensures compliance with federal, state, local, and other entities laws, statutes, ordinances, contracts, regulations, and other requirements, applicable as to financial issues, generally accepted accounting principles, auditing, uses of funds, recordkeeping, and reporting. Ensures compliance with administration and governing body directives and resolutions in financial areas. Reviews all contracts and travel for compliance with these factors and for budget.

Evaluates, researches, and recommends financial systems, works with ITT to implement, test and maintain. Researches historical actions, financial summaries, minutes, statutes and ordinances, as needed or requested. Produces data reports and projections upon request of the administration, elected officials or others.

Performs other duties as assigned.

MINIMUM QUALIFICATIONS

EDUCATION AND EXPERIENCE:

Bachelor's degree in business or finance.

AND

Eight (8) years experience in related field.

OR

An equivalent combination of education and experience.

KNOWLEDGE, SKILLS, AND ABILITIES:

Strong knowledge and experience in municipal finance, governmental accounting, and/or governmental auditing; budgeting, IT, ADA, cash management, investments, and bond financing; and of computer general ledger systems and spreadsheets.

Considerable skill in communication both orally and in writing.

Must be able to present clear and concise graphic, oral and written reports and financial analysis. Ability to handle a multitude of details and multi-tasks on a daily basis. Ability to establish and maintain effective working relationships with departments, administration and elected officials. Ability to plan, schedule, direct, review, act in an independent manner, respond quickly and accurately; maintain confidentiality; make operational and policy recommendations; and analyze and take effective action.

SPECIAL QUALIFICATIONS:

CPA and/or MBA preferred.

WORK ENVIRONMENT:

Work is performed in an office setting with occasionally in the field, with regular evening hours required. Frequent extra working hours due to deadlines, workload, and meetings. Some in-town travel required, and occasional out-of-town travel.

ADA/EEO Compliance

The City of Santa Fe is an Equal Opportunity Employer. In compliance with the American's with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.

VETERAN'S HIRING INITIATIVE

Pursuant to City of Santa Fe Resolution No. 2013-079, the City of Santa Fe Human Resources Department (HRD) has implemented a Veterans' Hiring Initiative policy in order to provide opportunities for veterans who meet or exceed the minimum qualifications for city employment to obtain City employment. The Governing Body does not guarantee that a veteran shall be hired for the position being applied for, only that the veteran will be given an interview; and, it does not intend to supersede or modify any collective bargaining agreement that is currently in place with the City of Santa Fe.

Job applicants who are veterans who have an honorable discharge from the military or are members of the National Guard or Reserve who have successfully completed basic training, must use the Veteran Certification Form to identify themselves and then must attach a copy of their DD214 or DD215 and/or their proof of current Active, Guard or Reserve enlistment in order to certify their status.