

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASS TITLE: Finance and Administration Manager

CLASSIFICATION: Exempt

DATE: June 3, 2022

GENERAL PURPOSE

Oversees AMAFCA's accounting, budgeting, contracts administration and finance functions including general ledger, accounts payable, financial reporting, revenue and expenditure tracking, forecasting, and investment of funds. Ensures compliance with purchasing policies and procedures. Serves as AMAFCA's direct contact with New Mexico Department of Finance and Administration, Local Government Division (NMDFA-LGD) for budget approval. Serves as primary contact with County Bureau of Elections for Board of Directors Elections and Bond Elections. Ensures policy and procedural compliance with current laws and regulations.

SUPERVISION RECEIVED

Works under the general guidance and direction of the Executive Engineer.

SUPERVISION EXERCISED

None

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for administration and management of AMAFCA's finances, including, managing cash flow, accounting, budget, credit, insurance, tax, treasury, investments and cash-flow. Responsible for preparation of monthly, quarterly, annual, and special financial reports for AMAFCA Board of Directors and the NMDFA-LGD to include forecasting.
2. Works closely with the Executive Engineer, the Field Engineer, the Geographic Information Systems (GIS) Manager and the Real Estate Manager to prepare the annual budgets for submission to the Board of Directors and NMDFA-LGD and ensures that project/department milestones/goals are met and adhering to approved budgets. Responsible for regular compliance monitoring of expenditures and revenues. Prepares budget amendments and Resolutions for budget amendments if needed.
3. Prepares amortization schedule for bond payments and makes appropriate principal and interest payments on the AMAFCA's bonds in accordance with such schedule and in accordance with the AMAFCA's Finance Plan. Administers Arbitrage Compliance program and post- issuance compliance procedures.

4. Coordinates with AMAFCA's financial advisor, bond counsel, Bernalillo County Assessor, and the Department of Finance and Administration, Local Government Division regarding Ad Valorem tax levies. Monitors property taxes received from the Bernalillo County Treasurer each month and makes tax distribution to the Operating and the Debt Service Funds.
5. Works closely with Executive Engineer, Financial Advisor, and Bond Counsel in preparation for Bond sale.
6. Responsible for obtaining the services of an independent auditor to conduct the annual audit of AMAFCA, including the issuance of an RFP for services in compliance with the Office of the State Auditor and the Audit Rule.
7. Serves as AMAFCA's Central Purchasing Agent; general oversight responsibility for all procurement of goods and services by AMAFCA, including record-keeping; preparation of Purchase Orders; verification of delivery of goods and services, and accuracy of charges; making and maintaining records of payment. Drafts and recommends changes to the procurement code in compliance with the New Mexico State Procurement Code.
8. Maintains inventory lists for AMAFCA, other than real estate. Reviews inventory lists annually to access inventory for deletion. Prepares "Official Finding" for signature by the Board of Directors if items are to be deleted from the AMAFCA's inventory in compliance with Resolution 2006-16, *Relating to the Disposition of Obsolete, Worn-out or Unusable Personal Property*.
9. Responsible for coordination and processing of personnel and payroll actions and benefits with City of Albuquerque. Coordinates with management and appropriate parties on unemployment, Workers' Compensation, Certified Driver's Licenses, etc. Consults with Human Resources as appropriate.
10. Manages insurance coverage for tangible personal property, including Directors' Bonds, workers' compensation, liability, and surety insurance.
11. Administer AMAFCA's Bond Elections. Works closely with Bond Counsel to ensure Bond election schedule is followed and appropriate resolutions are passed and adopted by the Board of Directors.
12. Administer AMAFCA's Board of Directors Elections and ensures the election schedule is followed and appropriate resolutions are passed and adopted by the Board of Directors. Works closely with the Secretary of State and the Bernalillo County Clerk Bureau of Elections Director to ensure that AMAFCA is included in Election Proclamation and on the election ballots.
13. General oversight responsibility for payment of invoices and maintaining records of payments.
14. Other duties as assigned.

REQUIRED QUALIFICATIONS AND EXPERIENCE

1. Completion of a bachelor's degree in accounting from an accredited college or university required.
2. Five years of experience in accounting with a thorough knowledge of the principles and practices of budgeting and MIP Fund Accounting as applicable in a local government setting including pertinent statements of the Governmental Accounting Standards Board (GASB).
3. Must have a thorough knowledge of forecasting, investing, and government procurement.
4. Experience and demonstrated skill in preparing, reviewing, and analyzing financial statements, schedules, and budgets.
5. Proficient computer skills, with emphasis on fund accounting software and spreadsheets.
6. Must possess good verbal and written communication skills, including ability and experience in dealing with other governmental agencies and the public.
7. Must have ability to self-start, and to work without constant supervision.
8. Must have a valid New Mexico driver's license
9. Must show proof of automobile insurance.
10. Must be able to be bonded.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed mostly in office settings. Hand-eye coordination is necessary to operate computers and various pieces of office equipment. Specific vision abilities required by this job include close vision for working with data and on computers.

While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, and talk. Sufficient hearing ability is needed to detect when visitors enter the building, to converse on the telephone and two-way radio, and converse in meetings and interpersonal dialogue.

The employee must occasionally lift and/or move up to 25 pounds and be able to reach and file material from floor level up to six feet above the floor.

