

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASS TITLE: Director of Finance and Procurement

CLASSIFICATION: Exempt

DATE: July 1, 2022

GENERAL PURPOSE

The Director of Finance and Procurement 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. Ensures policy and procedural compliance with current laws and regulations. Presents AMAFCA financial information monthly to the AMAFCA Board of Directors during public Board Meetings.

SUPERVISION RECEIVED

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

SUPERVISION EXERCISED

None

The following statements are intended to describe the general functions and responsibility of this position. They should not be viewed as an exhaustive list of the specific duties, responsibilities, and prerequisites.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Responsible for administration and management of AMAFCA's finances, including, managing cash flow, accounting, budget, credit, 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 Director of Operations, the Director of Administration, and The Director of Planning and Engineering 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 providing required information to an independent auditor during the annual audit of AMAFCA, including the preparation of financial statements and development of an annual comprehensive financial report.
7. Serves as AMAFCA's Chief Procurement Officer; 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. 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.
9. General oversight responsibility for payment of invoices and maintaining records of payments.
10. Maintains proficiency and competency by keeping abreast of changes and developments related to accounting and procurement.
11. Other duties as assigned.

ADDITIONAL DUTIES:

1. Assist Staff in preparation and maintenance of policies, plans, procedures, practices, manuals, and systems, including but not limited to accounting, contract management, procurement, safety, and personnel.
2. Represent AMAFCA in such circumstances and/or on such committees as directed.
3. Perform other duties as assigned.

QUALIFICATIONS

Education and Experience Desired

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. New Mexico Chief Procurement Officer Certification, "CPO" Certification or ability to obtain within eight (8) months of hire.
4. Certified as a CPA is highly desirable.

Knowledge, Skills, and Abilities:

1. Thorough knowledge of forecasting, investing, and government procurement.
2. Experience and demonstrated skill in preparing, reviewing, and analyzing financial statements, schedules, and budgets.
3. Proficient computer skills, with emphasis on fund accounting software and spreadsheets.
4. Possess good verbal and written communication skills, including ability and experience in dealing with other governmental agencies and the public.
5. Ability to self-start, and to work without constant supervision.
6. Willingness to continue building skills through educational opportunities.
7. Must have a valid New Mexico driver's license

SPECIAL REQUIREMENTS

Favorable background and credit investigation. Must qualify for surety bond.
Must pass a pre-employment criminal background check.
Ability to read, write, and speak English and able to follow written and oral instructions.

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.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.


The noise level in the work environment is usually moderate to quiet.

OTHER

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of statements of specific duties does not exclude them, if the work is similar, related or a logical extension of the position.

This job description does not constitute an employment agreement between AMAFCA and the employee and is subject to change by AMAFCA as its needs and requirements change.

New employees serve an Introductory Period of one year during which time supervisors will have an opportunity to evaluate the employee's ability and general suitability. An employee may be dismissed without cause at any time while in the Introductory Period.

APPROVAL:		Jan 19, 2023
	Executive Engineer	Date

Effective Date:

Revision History: July 1, 2022
January 17, 2023