

**ALBUQUERQUE METROPOLITAN ARROYO
FLOOD CONTROL AUTHORITY**

JOB DESCRIPTION

CLASS TITLE: Assistant Director of Finance & Procurement

CLASSIFICATION: Exempt

SAFETY SENSITIVE: No

DATE: March 14, 2026

GENERAL PURPOSE

The Assistant Director of Finance & Procurement supports the financial management, reporting, and compliance functions of the Albuquerque Metropolitan Arroyo Flood Control Authority (AMAFCA). The position plays a key operational role in maintaining the integrity of the Authority's financial systems, coordinating the annual financial audit, and overseeing preparation of the Annual Comprehensive Financial Report (ACFR).

This position works closely with the Director of Finance & Procurement to ensure compliance with governmental accounting standards, applicable laws and regulations, and internal financial policies. The position coordinates the work of external auditors and financial professionals and assists with financial planning, treasury management, budgeting, procurement compliance, and internal control activities.

SUPERVISION RECEIVED

Works under the general supervision of the Director of Finance and Procurement.

SUPERVISION EXERCISED

None.

ESSENTIAL DUTIES AND RESPONSIBILITIES

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

1. Coordinates preparation of the Authority's Annual Comprehensive Financial Report (ACFR), including reconciliation of financial data, preparation of supporting schedules, maintenance of the statistical section, and review of financial statements and notes prepared by external auditors to ensure accuracy and compliance with Governmental Accounting Standards Board (GASB) requirements and other applicable governmental accounting standards.
2. Serves as primary liaison with independent auditors during the annual financial audit, including coordinating audit activities, managing the Prepared-By-Client (PBC) request list, and ensuring timely submission of required financial documentation.
3. Maintains the integrity of the Authority's general ledger and financial reporting processes, including preparation and review of journal entries, account reconciliations, trial balance reconciliations, and supporting financial schedules.

4. Oversees and supports accounts payable and accounts receivable functions and reviews financial transactions and invoice payments to ensure accuracy and compliance with internal controls and procurement policies.
5. Assists with preparation of monthly, quarterly, and annual financial reports for internal management, the AMAFCA Board of Directors, and the Finance Committee.
6. Monitors revenues and expenditures and assists with financial analysis, forecasting, and preparation and monitoring of the Authority's annual operating budget.
7. Assists with monitoring bond amortization schedules, debt service obligations, property tax revenues received from Bernalillo County, and the distribution of revenues to appropriate funds; coordinates with the County Assessor, County Treasurer, financial advisors, and bond counsel as necessary.
8. Assists with monitoring and reporting of the Authority's cash flow and investment activities.
9. Assists the Chief Procurement Officer with procurement of goods and services in accordance with the New Mexico Procurement Code and AMAFCA procurement policies, including review of procurement requests and supporting documentation for compliance.
10. Assists with development and maintenance of financial policies, procedures, and internal control systems and supports improvements to financial reporting processes and operational efficiencies.
11. Performs other duties as assigned.

QUALIFICATIONS

Education and Experience Required

1. Bachelor's degree in accounting, finance, or a closely related field.
2. Five (5) years of progressively responsible accounting, financial management, or governmental accounting experience; or an equivalent combination of directly related education and experience.

Preferred Experience

1. Experience in governmental or fund accounting, audit coordination, or financial reporting in a public sector organization.
2. Experience coordinating external audits or preparing financial reports in accordance with Governmental Accounting Standards Board (GASB) requirements.
3. Preparation or review of ACFR or financial statements.
4. Experience with government procurement processes and compliance with procurement statutes.

Knowledge, Skills and Abilities

1. Maintains professional knowledge by staying current with developments in governmental accounting, auditing standards, financial reporting requirements, and procurement regulations.
2. Knowledge of governmental accounting principles and financial reporting practices.
3. Knowledge of public sector budgeting, financial management, and internal controls.
4. Ability to prepare, review, and analyze financial statements, reconciliations, and supporting schedules.
5. Ability to coordinate complex financial reporting processes including external audits.
6. Ability to review procurement requests and analyze compliance with applicable statutes, regulations, and internal policies.
7. Strong analytical and problem-solving skills.

8. Ability to communicate financial information clearly to both financial and non-financial audiences.
9. Ability to work independently and manage multiple deadlines.
10. Proficiency with financial systems, spreadsheets, and accounting software.

SPECIAL REQUIREMENTS

1. Must pass a pre-employment background, criminal, and credit check.
2. Must submit to a limited drug screening.
3. Must possess and maintain a valid New Mexico driver's license or have the ability to obtain one prior to employment.
4. Must possess a Certified Procurement Officer (CPO) certification or have the ability to obtain one within six (6) months of date of employment. Must maintain certification.

TOOLS AND EQUIPMENT USED

Computer including financial software, spreadsheets, word processing, and related office equipment including printers, scanners, cell phone, calculators, and copiers.

PHYSICAL DEMANDS

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

Work is primarily performed in an office setting, requiring regular use of hand-eye coordination to operate computers and various pieces of office equipment. Specific vision required include close vision for working with data and on computers.

The role occasionally requires standing, walking, using hands to handle, feel, or operate objects, tools, or controls, and reaching with hands and arms. Sitting, climbing, balancing, stooping, kneeling, crouching, and talking are also occasionally necessary. Sufficient hearing ability is required to converse on the telephone and engage 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee regularly works indoors.

The noise level in the work environment is usually quiet.

OTHER

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.

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 is an exempt position under the Fair Labor Standards Act (FLSA).

Effective Date: March 24, 2026

Revision History:

I have read and understand the above job description. I verify that I meet the requirements of the position, and I am able to perform the duties and responsibilities on this job description.

Print Employee Name

Employee Signature

Date