Albuquerque Metropolitan Arroyo Flood Control Authority

Official Job Description

Classification Title: Director, Finance and Procurement
FLSA Designation: Exempt (Overtime Ineligible)
Safety Sensitive: No
Reports to: Executive Engineer
Salary Grade: TBD

General Purpose

Supports the mission of the Albuquerque Metro Arroyo Flood Control Authority (AMAFCA) by leading and directing the broad, integrated and highly regulated financial and procurement operations of the organization. Directs and oversees financial planning, policy development, budgeting, treasury management, liquidity, audit coordination, and procurement processes, ensuring integrity and compliance with Governmental Accounting Standards Board (GASB) requirements, New Mexico statutes and other related regulations.

Essential Duties and Responsibilities

The following describes the essential functions and responsibilities of the position and should not be viewed as an exhaustive list of all job requirements.

1. Provides strategic leadership and direction over AMAFCA's financial operations, including development and implementation of financial policies, short- and long-term financial planning, and alignment of financial resources with organizational objectives.
2. Advises the Executive Engineer and Board of Directors on financial obligations and risks, long-term planning, audit findings, resource allocation, policy recommendations, financial analyses and other critical financial matters.
3. Leads the preparation of the Annual Comprehensive Financial Report (ACFR) and develops multi-year financial forecasts, projections, scenario analyses and deficit mitigation strategies to support organizational planning and Board decision-making.
4. Supervises professional staff to include hiring, orienting, training, delegating tasks, providing performance feedback, motivating, disciplining and engaging personnel.
5. Monitors financial performance, revenues, expenditures and cash flow to ensure compliance with adopted budget and regulatory requirements.
6. Serves as primary liaison to independent auditors, ensures timely and accurate completion of audit requirements and regulatory reporting, and maintains accountability for financial reporting accuracy and implementation of audit recommendations.
7. Provides strategic oversight of cash management, banking relationships and investment activities including evaluation of financial services and investment options.
8. Oversees property tax revenues, debt management and bond financing activities, mill levy analysis, and coordination with financial advisors, bond counsel, legal counsel, Bernalillo County, the State of New Mexico and other agencies.
9. Serves as Chief Procurement Officer, interprets procurement code requirements, determines appropriate procurement methods, and oversees procurement activities

across the organization to ensure compliance with the New Mexico Procurement Code and AMAFCA policies.
10. Develops, implements and maintains financial and procurement policies and internal control frameworks to guide governance and practices related to budget, cash, investment, reserves, procurement, travel and credit card use.
11. Represents AMAFCA in financial and procurement matters with external agencies, including the State of New Mexico Department of Finance and Administration (DFA), Office of the State Auditor (OSA) and other governmental entities.
12. Oversees the maintenance, retention and proper disposition of financial records in accordance with all relevant rules and regulations.
13. Establishes and maintains AMAFCA's financial systems and platforms; evaluates, administers and enhances processes, controls, access and workflows necessary to support accurate and efficient financial operations.
14. Performs other job-related duties as assigned.

Minimum Qualification Requirements

Bachelor's degree and eight (8) years of job-related experience, including two (2) years of supervisory experience. Must obtain certification as a Certified Procurement Officer by the State of New Mexico within six (6) months of hire. A combination of relevant education and experience may be considered.

Certified Public Accountant (CPA) designation or an advanced degree in a related field, such as a Master of Business Administration (MBA), preferred.

Knowledge, Skills and Abilities Required for Success:

- Knowledge of:
    - Governmental and fund accounting principles and practices.
    - Applicable federal, state and local laws, regulations, requirements, principles and practices.
    - AMAFCA's policies, functions and responsibilities.
    - GASB requirements, New Mexico State statutes and procurement code, and other related financial requirements of a public employer.
    - Generally Accepted Accounting Principles (GAAP).
    - Best practices in cash management, banking relationships, and investing.
    - Record retention and disposition requirements of a public employer.
- Skilled in:
    - Delivering high-quality customer service to the public.
    - Correct usage, grammar, spelling and punctuation.
    - Analyzing multi-faceted and complex problems, projecting consequences, identifying solutions and implementing recommendations.
    - Working directly with boards and executives to present financial information that informs strategic decision-making.
    - Explaining technical information to diverse audiences.

    - Identifying, developing, implementing and administering internal financial controls.
    - Systems-level thinking and analysis.
    - Collecting and analyzing information, synthesizing findings and presenting recommendations.
    - Compiling comprehensive financial reports, summaries, briefings and information.
- Ability to:
    - Maintain confidentiality of privileged information.
    - Communicate effectively in written and oral form.
    - Work in a fast-paced environment and meet deadlines.
    - Interact and maintain good working relationships with individuals of varying social and cultural backgrounds
    - Uphold and model strong ethics and integrity.
    - Foster a collaborative, team-centered environment.
    - Lead, direct, supervise, motivate and mentor subordinate staff.
    - Represent the organization professionally and effectively to external agencies, auditors, financial advisors, bond and legal counsels, and the public.

Special Requirements of the Job

1. Must pass a pre-employment background and criminal 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.

Physical Demands and Working Conditions

The following represent the physical demands and working conditions that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to handle, manipulate or grasp objects; talk or hear. The employee is occasionally required to stand; walk; and lift up to 20 pounds. Specific vision abilities required include close, color, peripheral vision, depth perception and the ability to quickly adjust focus.

Work is generally performed in an office setting with a moderate noise level. Work involves occasional work after hours and/or travel to designated sites or locations to attend work-related meetings, conferences and trainings. Tight time constraints and multiple demands are common.

Employee Agreement

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

By signing below, I attest to having read and understood the above job description. I confirm that I meet the requirements of the position and can perform the duties and responsibilities of this job description.

Printed Name	Signature	Date