



# San Miguel County

Human Resource Office

**Eileen Sedillo, Director**

Chairman: Harold Garcia, District 1 | Vice-Chair: Martin Sena, District 4  
Max Trujillo, District 3 | Kenneth Medina, District 5 | Janice Varela, District 2  
County Manager: Joy Ansley | Deputy County Manager: Jesus M. Romero

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## EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for an Administrative Financial Aid in the Sheriff's Office. The Administrative Financial Aid is a full-time position (40 hours a week) and is responsible to manage and oversee all financial aspects and duties related to the San Miguel County Sheriff's Office as well as other duties that may be assigned by the Sheriff and/or Undersheriff.

**SALARY RANGE 22:** \$29,695.00 - \$33,406.88.00

**DEADLINE:** June 30, 2023

Applications and a detailed job description may be picked up at the San Miguel County Human Resource Office located at 500 West National, Suite 202 or on the San Miguel County website at [www.co.sanmiguel.nm.us](http://www.co.sanmiguel.nm.us) San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.

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Joy Ansley, County Manager

\_\_\_\_\_  
Date

Handwritten signature of Eileen Sedillo in black ink.

6.15.2023

\_\_\_\_\_  
Eileen Sedillo, Human Resource Director

\_\_\_\_\_  
Date

Published: \_\_\_\_\_, 2023

**JOB DESCRIPTION**  
**ADMISTRATIVE FINANCIAL AID**

**ADMISTRATIVE FINANCIAL AID POSITION RANGE II:**

**Status:** Classified Position  
**FLSA:** Non-Exempt Position

**GENERAL STATEMENT OF DUTIES**

Manages and oversees all financial aspects and duties related to the San Miguel County Sheriff's Office, as well as other duties that may be assigned by the Sheriff and/or Under Sheriff.

**RESPONSIBILITIES AND DESCRIPTION FOR WORK PERFORMED**

- Monitors the San Miguel County Sheriff's Office budget, while working with the Finance Department to insure that the budget is not overspent, and that all necessary finance documents are completed correctly and accurately.
- Supporting finance and accounting needs wherever called for within the San Miguel County Sheriff's Office. Developing financial reports and presentations for the Sheriff.
- Compiles and analyzes financial information for the San Miguel County Sheriff's Office.
- Develops integrated revenue/expense analyses, projections, reports, and presentations.
- Creates and analyzes monthly, quarterly, and annual reports and ensures financial information has been recorded accurately.
- Performs financial forecasting and reconciliation of internal accounts.
- Accurately recording, preparing, and monitoring government forms and accounts for audit purposes.
- Completing requisitions and receiving reports for items ordered by the San Miguel County Sheriff's Office.
- Tracking all budget expenses for the San Miguel County Sheriff's Office.
- Works under general supervision of the Sheriff, Under Sheriff, and Office Manager.
- Orders supplies, uniforms, and other items using the proper purchasing procedures, obtaining different price quotes when necessary, and properly preparing the purchase orders; as well as travel vouchers when necessary.

- All other tasks required by the Sheriff (e.g. Grant book keeping, Timesheets, Fuel Logs, Etc..)

**MACHINES, TOOLS, AND EQUIPMENT USED:**

Computer, various software, telephone, calculator, copy machine, camera, fax machine, and/or equipment necessary to properly fulfill job requirement.

**EDUCATION AND EXPERIENCE**

- High School graduate or GED.
- Must possess a valid New Mexico Driver's License.
- Must not have any felony convictions, which may be a conflict of interest to the position.
- Two years of experience in finances or in a related area. Preferably a bachelor's degree relating to finance.

**PHYSICAL REQUIREMENTS:**

**Primary Work Position:** Walk 20% Sit 50% Stand 25%, and Kneel 5%

**SPECIFIC MOVEMENT:**

**Trunk:** Bends occasionally, stand and sit.

**Arms:** Reaches 2-4 feet, lifts from floor to waist, max 20 lbs.

**Legs:** Bends, walks, kneels, and squats on occasion.

**Hands:** Gross dexterity, grasp, manipulates ...frequently, bilateral coordination....continuous hand-eye coordination.

**ENVIRONMENTAL CONDITIONS**

Work is performed mostly in an office setting with some travel required. The position might occasionally require working different work shifts, and may require working during certain holidays.

Michael Padilla  
Under Sheriff

San Miguel County Sheriff  
Sheriff Christopher Lopez

Phone: 505.425.7589

1224 Railroad Ave, Las Vegas, NM 87701  
Website: www.co.sanmiguel.nm.us

Fax: 505.425.8799

**JOB DESCRIPTION APPROVED BY THE SAN MIGUEL COUNTY BOARD OF COUNTY COMMISSIONERS:**

EMPLOYEE

DATE



11.3.22

SHERIFF

DATE



11.3.2022

HUMAN RESOURCE DIVISION SUPERVISOR

DATE



11.3.22

COUNTY MANAGER

DATE