



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

SAN MIGUEL COUNTY EMPLOYMENT OPPORTUNITY

San Miguel County is accepting applications for the position of **Finance Specialist II**. Under supervision from the Finance Director, the Finance Specialist II is responsible for the accounting and budgetary functions of San Miguel County including but not limited to the functions of all duties required to process accounts payable, payroll and other functions such as Indigent Fund, etc.

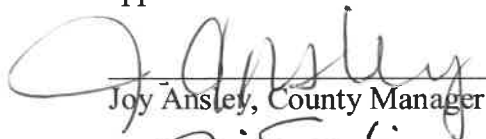
Minimum qualification: High School Diploma or equivalent.

Bachelors degree in business administration (any field: accounting, finance, marketing) and experience in government setting, preferred.

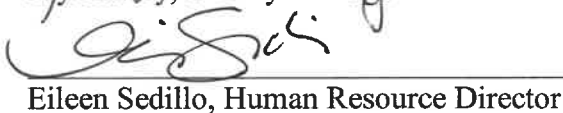
SALARY RANGE 24: \$31,978.00 - \$35,975.25

DEADLINE: November 9, 2023

Applications and a detailed job description may be obtained from the SMC Human Resource Office located at 500 West National, Suite 202 or on the SMC website at www.co.sanmiguel.nm.us. A complete application will consist of the SMC job application, resume and transcript(s). San Miguel County is an Equal Opportunity and Affirmative Action Employer. The County reserves the right to reject any and all applications.


Joy Ansley, County Manager

10.30.23
Date


Eileen Sedillo, Human Resource Director

10.30.2023
Date

Published: _____, 2023

FINANCE SPECIALIST II JOB DESCRIPTION

DEFINITION:

Performs accounting and budgetary functions on behalf of San Miguel County including but not limiting, the functions of all duties required to process accounts payable, payroll and other functions such as Indigent Fund, etc.

SUPERVISION & GUIDELINES:

Under supervision. Guidelines include state and federal laws, rules, regulations, agency policies and procedures and accounting manuals.

RESPONSIBILITIES AND DESCRIPTION OF WORK PERFORMED:

Gather financial information, calculate data, and prepare accounting reports; prepare budget, calculating past, current and projected data; analyze and maintain budget, keeping aware of expenditures and revenues; determine necessary budget adjustments and appraise management of financial status; review actions to determine effects on financial/budgetary status of the agency/program; reconcile agency accounts; review financial reports and accounting documents to determine whether accounting procedures being used comply with laws and/or expenditures are within authorized fiscal budget; research account texts, material or periodicals, review accounting documents for accuracy, compliance with laws, regulations and accounting procedures and assure that expenditures are within the authorized fiscal budgets; gather data from financial records, mathematically compute information and prepare reports for management or other agencies. Reconcile accounts, assist in analyzing and maintaining operating budgets, prepare reports reflecting the financial conditions of the program, assist in budget preparation by calculating past, present and projected expenditures; enter information into database and verify output against original documents; contact governmental, private or individuals for information necessary to processing work; make recommendations on revisions or modifications to the accounting system; may train personnel for cross training purposes. Reconcile information to process 1099's and W2's. Maintain fixed assets records; depreciate fixed assets. Processing of indigent claims; make recommendations on revisions or modifications to indigent guidelines. Account for road project funding which may include severance tax appropriations and/or local government grant agreements. Work with public works department in requesting reimbursement of funding.

EDUCATION REQUIREMENTS:

B.A. Degree in general business related field (i.e. accounting, finance, marketing, etc.), experience in government setting preferred.

SPECIAL SKILLS OR REQUIREMENTS:

- Communicate effectively both orally and in writing.
- Ability to prioritize work and meet deadlines; work under pressure with frequent interruptions.
- Knowledge of Work Perfect, Word, or other related word processing application.
- Experience in creating and editing spreadsheets using Excel, Lotus programs.
- Ability to assist in the preparation of budget projections.
- Assist Finance Director in all aspects of preparing for internal and external audits.
- Apply state/federal laws, and regulations to processing of documents.

WORK ENVIRONMENT:

8am to 5 pm, work is performed primarily in an office setting. Travel may be required.

PHYSICAL REQUIREMENTS:

Mobility factors: Walks 5%, climbs steps 5%
Primary Work Position: Sits 80%, stands 20%

SPECIFIC MOVEMENTS:

Trunk: Bends occasionally.

Arms: Reaches, works with arms extended occasionally, lifts and carries 20 lbs. a maximum of 25 feet.

Legs: Bends knees and walks occasionally.

Hands: Gross dexterity, occasionally grasps/manipulates, frequently speed required, occasionally bilateral coordination, eye/hand coordination.

JOB DESCRIPTION APPROVED BY THE BOARD OF COUNTY COMMISSIONERS:



COUNTY MANAGER

4/4/06

DATE



SUPERVISOR

4/3/06

DATE

EMPLOYEE

DATE