



Job Description: Sierra County Director of Finance and Budget

Job Title: Director of Finance and Budget

Department: Administration Finance

Reports to: County Manager

FLSA: Regular Full-Time Exempt

Salary: \$54,825 - \$65,200

Job Summary:

Under the supervision of the County Manager, the Director of Finance and Budget is responsible for implementing financial policies and goals set by the Board of County Commissioners. This role involves planning and administering systems and processes for the accounting of revenue and expenditures in accordance with Federal requirements, New Mexico State Statutes, and DFA policies. The Finance Director oversees the budget, purchasing, accounting, billing, accounts payable, fixed assets, and revenue functions, including internal audit functions and financial analysis. This position requires exercising independent judgment and initiative, collaborating closely with various stakeholders, and may involve irregular hours and travel.

Essential Duties

- *Monitor and compare the annual expense and revenue budget versus actuals, prepare resolutions for adjustments to the county budget in accordance with state law.*
- *Coordinate the annual budget preparation process with the Board of Commissioners and County Manager, reviewing, analyzing, and quality-assuring budget submissions from departments and agencies.*
- *Assist all department heads and elected officials in budget preparation, recommending budgetary priorities by department. Analyze information and make recommendations regarding balancing expenses and revenues, adequacy of Fund Balances, funding requirements for departments and other organizations, and revenue trends.*
- *Organize and recap expenditure and revenue budgets for the County Manager.*
- *Conduct periodic audits of various county programs, utility bills, and other areas that need periodic review to ensure proper expenditures.*

- *Responsible for finance-related correspondence between the County, the State Department of Finance and Administration, and other agencies.*
- *Determine the most appropriate methods of purchasing to comply with state laws and relevant County policies.*
- *Make recommendations and/or oral presentations to the County Manager and/or the County Commission regarding finance and budget issues.*
- *Prepare and maintain the general ledger and chart accounts.*
- *Prepare financial statements for the Board of Commissioners and County Manager.*
- *Responsible for fixed assets, payables, debt management, and general ledger (chart of accounts) procedures and processing. Assure compliance with the Governmental Accounting Service Board (GASB) rules and the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards.*
- *Prepare and organize policies, systems, procedures, and practices necessary for the successful operation of the financial systems, including appropriate internal controls.*
- *To the extent practical, prepare the annual financial statements in compliance with the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards. Perform the basic tasks for recommending the selection of an external audit firm for subsequent approval by the County Manager and the Commission. Assist the auditors during the audit of the County financial records and follow up on findings to improve the financial system.*
- *Prepare and maintain long-range financial projections for the County Manager and Commission to use as decision-making tools.*
- *Reconcile all funds to the County Treasurer's report, verifying trial balance with the financial reports and other related reports.*
- *Manage the year-end audit process, including preparation of annual or fiscal year closeout reports for year-end audit.*
- *Obtain information for all capital outlay items, complete inventory sheets, and record fixed assets additions and/or deletions.*
- *Review and distribute monthly expense and revenue reports to each elected official and department head. Make sure that individual line items and overall budgets do not go negative.*
- *Supervise records retention/disposition of County Finance records.*
- *Must comply with the county Personnel Policy, Purchasing Policy, and other Policies as approved by the Board of Commission.*
- *Employee must perform all duties with minimal supervision. Employees may be required to work irregular hours, attend job-related meetings, and perform other duties as assigned.*
- *Work directly with the County Treasurer to ensure account balances.*
- *Maintain appropriations.*
- *Collaborate with diversity and inclusion initiatives, ensuring fair and unbiased financial practices.*
- *Foster an inclusive environment by promoting diversity and equity in the Finance Department.*

Note: This job description is a general overview and not an exhaustive list of duties. Duties can increase or decrease at the discretion of the County Manager.

Additional Information:

The duties of the Finance Director are not limited to those mentioned above. The employee will perform all duties assigned by the supervisor consistent with expertise and ability. Applicants must disclose conflicts of interest and abide by the Governmental Conduct Act.

Minimum Requirements:

- *Bachelor's degree in accounting, finance, or related field, or 5 years or more in finance and accounting. CGFM, CMA, or CPA preferred.*
- *Valid driver's license, familiarity with State Laws regarding procurement, and effective communication skills.*
- *Working knowledge of GAAP, GASB, GAAFR standards, state procurement code, and other related state and federal statutes and standards.*
- *Proficiency in spreadsheets, databases, financial analysis, bid specifications, internal audits, budgets, and grant applications/reports.*
- *Ability to present information clearly and concisely in English, both written and verbal form.*
- *Willingness to work extended schedules as needed and manage multiple projects concurrently.*
- *Ability to evaluate and implement accounting systems, methods, procedures, forms, and records.*
- *Design and prepare analytical, interpretive financial statements using GAAFR standards.*
- *Manage large complex systems involving significantly complex information.*
- *Ability to establish and maintain effective working relationships.*

Work Environment:

Perform essential duties 75-85% indoors and the balance outdoors. Exposure to various temperatures and conditions. May involve long working hours, travel, mental stress, and tension.

Physical Requirements:

- *Sit, stand, and work intermittently throughout the workday.*
- *Lift, carry, push, and pull up to twenty-five pounds occasionally.*
- *Work with arms extended and bent, use hands and fingers, and coordinate hands and eyes in operation of vehicles and office equipment.*

Mental Functions:

- *Use independent judgment in various situations.*
- *Set priorities and organize tasks.*

- *Draft reports, summaries, and correspondence in proper format with correct punctuation, spelling, and grammar.*
- *Research and analyze data, apply policies and procedures, and present conclusions effectively.*
- *Work effectively with the public, demonstrating communication skills and diplomacy.*

Equipment, tools, and materials:

Use of maps, copier, vehicle, fax machine, telephone, computer, typewriter, office supplies, presentation software, accounting software, and other relevant tools. Any performance outside the office clerk's scope requires prior authorization.

*We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, or age.

Note: This job description has been designed to indicate the general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibilities required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and or decrease.