

Village of Taos Ski Valley

Job Description

Job Title:	Finance Officer/Accountant	Salary:	\$60,000-\$75,000 D.O.E.
Division:	Administration	Effective Date:	05/22
Department:	Executive	Last Revised:	05/22

GENERAL PURPOSE

Under the direction of the Village Administrator, performs a variety of **complex professional accounting and administrative** duties related to coordinating the day-to-day transactions of the Village, including finance, general ledger, accounts payable, accounts receivable, payroll processing, asset management and grant administration.

SUPERVISION RECEIVED

Works under the general supervision of the Village Administrator.

SUPERVISION EXERCISED

Provides general supervision for contract management and Administrative Assistant.

ESSENTIAL FUNCTIONS

Village Finance Accounting; oversees the receiving, receipting and accounting for all municipal revenues; oversees and manages village cash management and investment program; assures cash collections are properly posted to general ledger; oversees financial data processing, payroll, accounts payable; facilitates the timely distribution of utility billings and effective utility collections; performs general budget management; monitors status of various budget accounts, i.e., executive budget, Village Council budget, lodgers tax administration, etc.; Coordinates annual external audit; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prepares and prints month, quarter and year end financial reports; prepares annual financial report and historical reports. Coordinates project and fund reporting as directed to external public agencies. Advises Department Directors in managing funds within budgets, monitoring expenses and adjusting spending with proper approval. Assists with general contract management and administration; oversees the processing and preparation of contract documents; coordinates with the legal department as needed; monitors contract conditions to assure compliance with procurement codes; assures proper signatures are affixed for each level of transaction.

Personnel Support: Oversees payroll management functions; facilitates position recruitments; maintains compensation plans including wages and benefits. Ensures accuracy of paid time and schedule adherence with departments for accountability and reporting, prepares violation reports for Department enforcement. Manages the payroll processing and accounting; processes payroll time sheets; inputs and records employee work hours; prepares payroll; determines employee earnings, calculates employee withholding's (i.e. state taxes, federal taxes, social security, retirement and insurance); performs computer entries and operates computer programs to complete payroll process and prints payroll checks; performs on-line direct deposits and reimbursable checks; monitors year to date records of wages, deductions, taxes and benefits; prepares various reports related to wages, retirement and benefits; processes employment tax check; processes garnishment check; assures proper withholding and payment of state and federal payroll taxes; assures all payroll actions are supported by proper documentation and authorization; monitors the creation of various payroll reports and reviews for quality and accuracy. Informs employees of policies, procedures, and practices affecting payroll, monitors employee activity related to various leave programs; documents accrual and use of holiday, vacation and sick time.

Capital Assets Management: Records all capital assets acquisitions and disposals approved by Administration by maintaining Fixed Assets file. Determines equipment life, creates depreciation schedule and accounts for the sales and dispositions of impaired and obsolete equipment. Monitors capital assets budgets. Requests dispositions of assets as required via a Village resolution which is approved by council and submit request to the State Auditor's office prior to actual distribution. Work with departments to record and inventory all capital items. Monitors and updates the Asset Management File.

General: Operates village accounts payable system; receives and enters purchase order information into accounting software; assures proper coding of purchase order for payment; prepares and prints accounts payable checks; makes on-line payments to vendors as requested; posts check number and check date on purchase order; maintains computerized vendor files, including 1099 information, addresses, terms of accounts. Oversees accounts receivable processes; plans, organizes and supervises the process for receiving and disbursing village finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; investigates discrepancies by examining check registers, general journals, cash receipts, disbursements journals and related documentation; monitors and reviews fund balances; prepares correcting journal entries. Coordinates IT services and maintains inventory of programs, network and maintenance, policy, tickets and procurement

Oversees Village procurement practices; assures proper competitive pricing and bidding for contracts, services, purchases; oversees the accountability, ongoing education and training of village staff related to procurement policy, practices and procedures; maintains purchase order system; processes purchasing requests and prepares requisitions and vouchers. Examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures Village compliance to established budgets. Performs related duties as required

. MINIMUM QUALIFICATIONS

1. Education and Experience:

- A. Graduation from college with bachelor's degree in accounting, finance, computer science or a related field;
- AND
- B. Four (4) years of progressively responsible work experience as Finance Officer and the various administrative and financial functions of municipal government;
- OR
- C. An equivalent combination of education and experience.

2. Knowledge, Skills, and Abilities:

Considerable knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); public finance and fiscal planning; municipal organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and related statistical procedures; general office maintenance and practices; computer accounting applications and various financial, word processing and spreadsheet software programs; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations; personnel benefits, accounting and practices; the legal environment related to contract, government reporting and state statutes, AG and OSA guidelines; Village departmental operations including applicable laws and regulations; principles of supervision, including evaluation and motivation; federal and state laws as they apply to personnel management practices; experienced computer operation.

Considerable skill in the art of diplomacy and cooperative problem solving; leadership and organizational behavior management; establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, subordinate staff, and Village residents. Skill in managing computer systems, Village programs and Information Technology. The proficient operation of Quick Books, EXCELL Micro Soft suite, PC Computer online applications and data management, 10 key calculator, fax machine, copy machine, telephone. Experience converting from Quick Books to other accounting systems.

Ability to analyze a variety of routine financial problems and make recommendations; analyze complex accounting problems and make standard adjustments; prepare and analyze complex financial reports; operate various types of standard office equipment; operate personal computer (windows) in utilizing various programs to produce or compose formal documents, reports and records; communicate effectively, verbally and in writing; prepare and analyze comprehensive reports; maintain quality work production while dealing with deadline pressures imposed from within and without the organization; make basic decisions where established procedures do not always apply; perform complex mathematical computations; operate personal computer and apply various program applications related to word processing, spread sheets and desktop publishing; develop effective working relationships with supervisor, fellow employees, and the public.

3. Special Qualifications: Must be bondable; must be eligible to serve as a notary public. Must have or obtain a NM Certified

Purchasing Officer certification within 12 months of hire.

4. **Work Environment:**

Incumbent of the position; uphold principles of integrity, confidentiality and respect of colleagues, adhere to all professional and ethical behavior standards, maintaining fiduciary responsibility and public confidence in the organization. Tasks performed in a typical high altitude office setting, requires variety of physical activities, generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, talking, hearing and seeing. May be required to lift and/or move up to 10 pounds and must occasionally lift and/or move up to 50 pounds. Common eye, hand, finger dexterity required to perform essential job functions but may be accommodated. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminating thinking and creative problem solving. Periodic travel required in the course of job duties.

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

Employee Signature; _____ Date: