



April 25, 2022

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VILLAGE  
ADMINISTRATOR:  
John Avila

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Ann M. Wooldridge

### **Village of Taos Ski Valley Request for Bids:**

**The Village of Taos Ski Valley has immediate need of a Contract Accountant to complete the duties of the Department and assist in the transition of the new Finance Director once identified.**

#### **Accounting Service must:**

- Provide a past examples and recommendations of successfully completing the required duties of a municipal Finance Director.
- Provide Bid for hourly charges and an estimate of work schedule on a weekly basis.
- Provide contact information, qualifications and certifications showing: Graduation from college with bachelor's degree in accounting, finance, or a related field AND four (4) years of financial function with municipality
  - Must have experience with the requirements of New Mexico municipalities state reporting; Ability to use New Mexico Local Government Budget Management System. (LGBMS). And all federal and State required reporting, and experience successfully reporting NNMDFA LGBMS system and 2 years successfully completing a municipal audit to the OSA, 2 years submitting a final budget to DFA.

**Demonstrate knowledge:** 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 be able to work remote as well as on site.

**Skills:** establishing and maintaining effective working relationships with State, Federal, and other local officials, elected officials, staff, and Village residents. Requires experience using Excel, Outlook, and accounting software's including QuickBooks and Caselle software.

The Village of Taos Ski Valley is requesting competitive bids for accounting services that would allow the Village to transition to a new staff Finance Director. The duties that may to be completed include, but not limited to:

**Finance** :daily operations of the finance office by receiving, receipting and accounting for all municipal revenues; annual budgets, daily operating and financial data processing, payroll, and accounts payable.

Advises Village administration and the Governing Body on financial issues, reports on projections, and participates in the formulation, administration and implementation of Village financial policies.

Responsible for incorporating latest accounting standards into Village financial policies. Provides information reports in a concise, timely, accurate and understandable manner. Presents financial data at monthly council meetings.

**Budgets and Reporting:** Working with staff, the Finance Director formulates the annual Village and TIDD budgets, presents them to council/board for approval and submits it to the Department of Finance (DFA) for approval. Creates and distributed monthly budget to actual reports to all department directors. Prepares operating projections for projects, programs, and funds; participates in strategic planning and makes recommendations,. Monitors status of all budgets, which includes multiple funds, enterprise funds, grants, loans and reserves. Determines need for any internal or external budget adjustments (BAR), submitting requests for BAR to council and to the Department of Finance and Administration (DFA) once approved. Prepares monthly, quarterly and yearend financial reports, including DFA, lodgers tax, USDA debt service, grants and TIDD; prepares annual financial reports; performs monthly bank account and balance sheet reconciliations

**Audit:** The Village has established processes and procedures which staff are required to follow. This includes internal controls to keep duties segregated and prevent fraud. The State of New Mexico requires an annual audit for all municipalities. The Director coordinates this annual external audit; following the State of New Mexico Audit rule, which is updated annually. This includes coordinating year-end closing functions; required fund transfers, and auditors entries

Monitors village cash flow status and transfers funds to various banking institutions to ensure availability of resources to fund village operations; determines various avenues to maximize growth of funds; may determine investment vehicles for idle village funds according to State financial management requirements. examines and verifies the accuracy of grant applications and reimbursements, bond, including various federal and state funding opportunities; and assures village compliance in all federal and state related regulations.

**Capital Assets Management:** Records all capital assets acquisitions and disposals by maintaining the Asset Keeper Capital Assets program. . 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 approved by council and submits letter to the Department of Finance and Administration(DFA) prior to actual disposal. Work with staff to tag and inventory all capital items. Monitors and works with staff maintain the Asset Management Program (AMP). Submit annual insurance paperwork, maintaining asset insurance as needed.

John Avila

Submit written bids by 12:00 pm May 19, 2022

c/o John Avila, Village Administrator; **RFB #2022-08**

By email: [javila@vtsv.org](mailto:javila@vtsv.org) cc [vtsv@vtsv.org](mailto:vtsv@vtsv.org)

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