

# Middle Rio Grande Conservancy District Classification Description

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**TITLE:** CFO (statutorily referred to as Secretary/Treasurer)  
**FLSA:** Exempt  
**GRADE:** N/A (Contract Position)  
**SUPERVISOR:** Chief Engineer / Board of Directors  
**DEPARTMENT:** Accounting  
**REVISION:** December 2008, August 2013, June 2019

## **Position Summary:**

The Chief Financial Officer (Secretary/Treasurer) plans and directs the full range of finance and accounting services for the Middle Rio Grande Conservancy District (the "District"). The CFO oversees all areas of financial services including banking, bookkeeping, accounting, financial reporting, public funds investment, assessment billing and collections, customer records, customer service, risk management, budget development and cost control and District asset management. The CFO develops budgets, oversees multi-year planning processes, and develops comprehensive fiscal policies. In addition, the CFO monitors and implements Government Accounting Standards Board (GASB) pronouncements, works with the outside auditors to prepare the annual financial statements, , and assesses future fiscal impacts to the organization and ensures compliance with state, federal, and Board of Director's financial rules, regulations and policies. This position is a contract position established by state law (Section 73-14-35 NMSA 1978) and serves at the pleasure of the Board of Directors.

*This list of duties and responsibilities is illustrative only of the tasks performed by this position and is not all-inclusive.*

## **Essential Duties & Responsibilities:**

- Acts as administrative manager for high-level District projects and performs high-level oversight of the District's financial operations.
- Serves as Accounting Department's key point of contact for independent auditors, outside consultants, vendors, external constituents, District management and Board of Directors.
- Directs the optimization of existing systems, controls processes, and evaluates programs within the District's core operational functions to ensure compliance with applicable laws, regulations, policies, and procedures, and the District's mission, goals, and objectives are met.
- Leads the preparation of the budget, including working with the CEO, to be presented to the Finance Committee, and subsequently to the Board of Directors for approval and final approval by the Department of Finance and Administration (DFA) within the State of New Mexico.
- Prepares quarterly financial reports for submission to the DFA Local Government Division.
- Prepares and reviews quarterly financial statements with the Board of Directors.
- Tracks District bank status; withdraws/transfers cash to and from the State Treasurer's Office as necessary.
- Maintains the financial records by reviewing and approving journal entries, coordinating the activities of collections, payroll, accounts payable and all general ledger financial transactions; resolves all financial discrepancies; provides an audit trail for all transactions.
- Prepares payment ratification schedules for Board of Directors' approval.
- Presents information to the Board of Directors and its Committee structure; acts as lead staff person for the Finance Committee of the Board; maintains communication and working relationships with Finance Committee members.
- Assists in preparing budget scenarios and the District's multi-year budget forecasts.
- Provides problem solving and management decisions on midyear budget fluctuations and other budget issues.

- Attends Board of Directors' meetings to discuss and explain financial and accounting information; prepares cash analysis reports, revenue/expense reports and accounts payable ratification schedule; responds to questions and completes requested projects.
- Coordinates departmental goals with overall District objectives in a team environment designed to continually optimize performance as a support function to the other divisions in meeting established objectives.
- Assists and participates in the annual strategic planning process.
- Assures that the Finance Department provides excellent customer service to all entities doing business with the District as well as all District staff needing support from the Department in order to conduct District business in an efficient, safe and fiscally sound manner through reduction and streamlining of minimally effective bureaucratic processes and procedures utilizing state-of-the-art technologies appurtenant to the scale of the District's operations .
- Ensures adequate controls are established and maintained and that substantiating documentation is approved, and purchases may pass independent and governmental audits (OMB A-133 Single Audit Compliance).
- Oversees the coordination and activities of independent auditors ensuring all audit issues are resolved and annual financial statements are prepared in accordance with US Generally Accepted Accounting Principles (GAAP), Generally Accepted Auditing Standards (Yellow Book Standards) and Generally Accepted Government Auditing Standards (GAGAS).
- Evaluates and adjusts internal control structure as needed, specifically as it relates to separation of duties.
- Develops and manages the coordination of all fiscal reporting activities of the District including reporting to outside entities and grant funding agencies.
- Responsible for timely and accurate reporting of financial data.
- Serves as the custodian of the records of the District and of its corporate seal; attests, under the corporate seal, all certified copies of the official records and files that may be required.
- Contributes to Accounting Department's effectiveness and efficiencies by managing a diverse staff, identifying and addressing short-term and long-term issues and goals; providing information and commentary pertinent to deliberations; recommending options and courses of action; ensuring execution and implementation of directives.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, and counseling direct reports and other management staff as requested by the Chief Engineer/CEO in conjunction with the Chief Engineer/CEO and Human Resources; communicating values, strategies, and objectives; assigning accountabilities; planning, monitoring, and appraising job results; developing a climate for offering opinions; integrating functional objectives; providing and participating in educational opportunities.

#### **Minimum Qualifications:**

Bachelor's degree from an accredited college or university with major coursework in accounting, finance, public administration or a related field; and at least seven years of increasingly responsible financial management experience, including five years of management responsibility. A master's degree is highly desired, but not required.

#### **Licenses, Certificates, Special Requirements:**

A Certified Public Accountant (CPA) license is highly desired, but not required if the candidate demonstrates experience, knowledge and desired management skills sufficient to be substituted for licensure. Must comply with the District's Code of Conduct, and all Middle Rio Grande Conservancy District's Policies and Procedures, and must possess and maintain a valid New Mexico Driver's License with no major traffic violations; and successfully complete a drug and alcohol screening and criminal background check.

#### **Knowledge, Abilities, Skills, and Certifications:**

Knowledge of:

- the standards, policies, practices, and procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards
- budgeting principles and techniques
- federal and state income tax laws and reporting formats
- managerial and statistical analysis techniques and reporting procedures

- advanced skills in Microsoft Excel and other financial software applications

Ability to:

- communicate effectively, both verbally and in writing
- maintain confidentiality while keeping the CEO and Board of Directors informed of any issues of concern.
- create and present effective speeches and presentations
- carry out instructions furnished in verbal or written format
- analyze situations and adopt appropriate courses of action
- handle multiple tasks, work independently and meet deadlines
- develop and maintain positive working relationships with district employees and the public
- demonstrate excellence in overall managerial practices, and continually seek improvement in results
- define problems, collect data, establish facts, and draw valid conclusions

Skill in:

- preparing, reviewing, and analyzing operational and financial reports
- operating various word-processing, spreadsheets, database and accounting software programs.
- supervising, training, and evaluating assigned staff
- interpersonal relationship building

**Physical Demands:**

While performing the duties of this job, the employee regularly is required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee occasionally is required to stand; and walk.

**Work Environment:**

Work is generally performed in an office setting with a moderate noise level. Prolonged sitting is required on a regular basis. Tight time constraints and multiple demands are common. Travel may be required for training, meetings, conferences, presentations, and other events.