Middle Rio Grande Conservancy District
Classification Description

TITLE: CFO (statutorily referred to as Secretary/Treasurer)
FLSA: Exempt
GRADE: N/A (Contract Position)
SUPERVISOR: CEO/Chief Engineer / Board of Directors
DEPARTMENT: Finance
REVISION: December 2008, August 2013, June 2019, January 2024, July 2026

Position Summary:

The Chief Financial Officer (Secretary/Treasurer) serves as the District's chief financial executive. The CFO provides strategic leadership and executive oversight of the District's financial operations, ensuring long-term fiscal sustainability, regulatory compliance, and sound stewardship of public resources.

The CFO directs all financial functions of the District, including accounting, financial reporting, budgeting, treasury and cash management, public fund investments, debt management, procurement, customer billing and collections, risk management, grants administration, internal controls, financial systems, and asset management. The CFO develops long-range financial strategies, advises the Chief Engineer/CEO and Board of Directors on fiscal policy and financial risks, and oversees the preparation of the District's Annual Financial Report, annual operating and capital budgets, and multi-year financial forecasts.

The CFO ensures compliance with applicable federal and state laws, Governmental Accounting Standards Board (GASB) pronouncements, Generally Accepted Accounting Principles (GAAP), grant requirements, and Board policies while leading initiatives that improve organizational efficiency, financial transparency, and operational effectiveness.

This position is established by 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:

- Serves as a strategic advisor to the Chief Engineer/CEO and Board of Directors on financial matters, including fiscal policy, long-range planning, revenue strategies, financial risks, and organizational sustainability.
- Develops, recommends, implements, and maintains comprehensive financial policies, Board resolutions, administrative procedures, and internal controls that promote fiscal accountability, operational efficiency, transparency, and compliance with applicable laws and professional standards.
- Develops and implements the District's debt management strategy, including evaluating financing alternatives, coordinating bond and loan issuances, managing outstanding debt obligations, ensuring compliance with debt covenants, and advising executive management and the Board regarding long-term capital financing.
- Provides financial leadership for the District's Capital Improvement Program by evaluating project funding alternatives, performing financial feasibility analyses, forecasting long-term capital needs, and ensuring the financial sustainability of major infrastructure investments.
- Provides oversight of financial information systems, enterprise resource planning (ERP) initiatives, and technology solutions that support financial operations, internal controls, data integrity, and organizational decision-making.
- Provides executive oversight of the District's internal control framework and enterprise risk management processes to safeguard public assets, ensure regulatory compliance, reduce organizational risk, and promote operational accountability.

- Represents the District before the Board of Directors, Finance Committee, state agencies, external auditors, financial institutions, funding organizations, and other governmental entities regarding financial matters.
- Directs the District's treasury, cash management, and investment programs by managing banking relationships, liquidity, public fund investments, cash flow forecasting, and safeguarding District assets in accordance with state law and Board policy.
- Directs the acquisition, administration, and oversight of the District's comprehensive insurance program. Evaluates risk exposures, analyzes loss trends, develops risk management strategies, and oversees the administration and resolution of insurance claims.
- Directs the development and administration of the District's annual operating and capital budgets, long-range financial plans, budget scenarios, revenue forecasts, and multi-year financial forecasts. Collaborates with executive management to develop funding strategies, recommends corrective actions to maintain budgetary control, and prepares the District's annual five-year financial planning document.
- Directs the preparation, presentation, and analysis of quarterly and annual financial reports, including the District's Annual Financial Report, serves as the primary liaison with independent auditors, oversees external audits, resolves audit findings, and ensures compliance with GAAP, GASB, GAGAS, the Uniform Guidance (2 CFR Part 200), and all applicable federal and state requirements.
- Provides executive oversight of grant financial management, ensuring compliance with grant agreements, federal and state regulations, reimbursement requirements, financial reporting, and audit standards.
- Provides executive oversight of the District's procurement and contracting functions, ensuring compliance with applicable procurement laws, Board policies, ethical standards, and best practices while supporting efficient acquisition of goods and services.
- Negotiates and manages financial relationships with governmental agencies, lending institutions, auditors, insurers, and other external organizations to support the District's strategic and financial objectives.
- Promotes a customer-focused culture within the Finance Department by establishing service standards, streamlining business processes, and fostering collaborative relationships with internal departments, taxpayers, customers, vendors, and external agencies.
- Ensures the integrity, accuracy, and timely reporting of all financial information used by executive management, the Board of Directors, regulatory agencies, grantors, and external stakeholders.
- Serves as the statutory Secretary/Treasurer of the District, maintaining custody of official records, the corporate seal, and other documents required by law; attests official actions of the Board and certifies official District records.
- Increases staff effectiveness by recruiting, selecting, orienting, training, coaching, and counseling direct reports and other management staff as requested by the Chief Engineer.

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 ten years of increasingly responsible financial management experience, including five years of management responsibility. A master's degree is preferred.

Licenses, Certificates, Special Requirements:

A Certified Public Accountant (CPA), Certified Government Financial Manager, or Certified Management Accountant 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 and be eligible for employment in the United States.

Knowledge, Abilities, Skills, and Certifications:

The ideal candidate is a collaborative, strategic, and ethical public finance leader with demonstrated success in executive financial management, organizational leadership, and stewardship of public resources.

Knowledge of:

- the standards, policies, practices, procedures of Generally Accepted Accounting Principles and Governmental Accounting Standards, and Uniform Guidance (2 CFR Part 200)
- budgeting principles, financial forecasting, and long-range financial planning techniques
- treasury management, cash flow forecasting, and public fund investment practices
- public finance, debt issuance, capital financing, and debt management
- internal controls, risk management, and fraud prevention
- grant financial administration and compliance
- governmental financial statement preparation and external audit process
- financial management systems and advanced skills in Microsoft Excel

Ability to:

- develop and communicate long-term financial strategies
- analyze complex financial issues and recommend practical solutions
- present complex financial information clearly, communicate effectively, both verbally and in writing
- maintain confidentiality while keeping the CEO and Board of Directors informed of any issues of concern.
- 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:

- governmental financial statement preparation and external audit process
- financial management systems and advanced skills in Microsoft Excel
- preparing, reviewing, and analyzing operational and financial reports
- lead and motivate professional staff
- build collaborative relationships
- manage multiple complex projects simultaneously

Physical Demands:

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