

The State Ethics Commission seeks a

Finance and Administration Director (SEC #10111778)

To apply for this job, visit: <https://careers.share.state.nm.us/> and search for State Ethics Commission is "Search Jobs" filed or follow this path:

Agency > More > Department of Ethics > Finance and Administration Director.

Use the Green "Apply for Job" button in the top right corner of the job posting.

Job ID

111700

Full/Part Time

Full-Time

Location

Albuquerque

Regular/Temporary

Regular - PERM for State

Posting End Date

04/10/2020

Job Posting Type

Standard Requisition

Agency

Department of Ethics (State Ethics Commission)

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Salary

\$20.23 - \$35.21 Hourly

\$42,088 - \$73,233 Annually

This position is a Pay Band 75

Purpose of Position

INTERVIEWS ARE ANTICIPATED TO BE CONDUCTED WITHIN TWO WEEKS OF CLOSING DATE.

Why does the job exist?

The Finance and Administration Director is responsible for the financial management, accounting, budgeting, procurement, and human resource functions of a small-sized and new state agency.

How does it get done?

1. Procurement and expenditure related tasks: (i) ensures that Commission's financial transactions are processed and recorded daily, properly classified, and comply with law; (ii) certifies that payments to vendors are accurate, timely, and are for goods and services rendered in accordance with Section 13-1-158 NMSA 1978; (iii) assists with procurement and professional services contracts; (iv) ensures correct data entry into SHARE Financial Supply Chain Management system and compliance with the Model Accounting Practices issued by the Financial Control Division of the Department of Finance and Administration; and (v) works directly with seven State Ethics Commissioners to process travel reimbursement requests as necessary.

2. Budget-related tasks: (i) manages operations of agency budget through transfers in compliance with state

law; (ii) assists Executive Director in creation of agency budgets and budget requests; (iii) updates budget documents and forecasts agency expenditures on a bi-weekly basis; and (iv) ensures that expenditures are within operating budget availability and authority.

3. Audit-related tasks: Ensures that the agency's annual financial statement audit is completed by the deadline established by the State Auditor and the audit report includes an unmodified opinion.

4. Human resource tasks: performs recruiting and hiring functions in SHARE Human Capital Management talent administrator module, in addition to other human resource functions for a small state agency; and (ii) works with Governor's Office staff regarding human resource functions for agency employees that are exempt from the State Personnel Act.

5. Other duties as assigned: Assists the Executive Director in building a new state agency able to meet constitutional and statutory mandates.

Who are the customers?

State Ethics Commission Commissioners and Executive Director

Ideal Candidate

1. Education: degree in business, management, or accounting preferred
2. Chief Procurement Officer certification
3. Experience with SHARE Financial Supply Chain Management or other government accounting experience
4. Working knowledge of Microsoft Excel

Minimum Qualification

A Bachelor's Degree in any field of study from an accredited college or university and five (5) years of professional level experience operating within parameters and guidelines directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate that a portion of the required experience to include supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	9 years of experience
2	Associate's degree	AND	7 years of experience
3	Bachelor's degree	AND	5 years of experience
4	Master's degree	AND	3 years of experience
5	PhD degree	AND	1 year of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid Driver's License.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Jeremy Farris, (505) 490-0951 [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.