



## **JOB DESCRIPTION**

### **Finance Director**

Position Reports To: Executive Director

FLSA Status: Non-Exempt

NMAA Status: Full-Time

Adopted: August 10, 2020

The New Mexico Acequia Association (NMAA) is seeking a full-time Finance Director. The Finance Director will be responsible for overall financial planning, budget development and monitoring, financial reports and analysis, overall bookkeeping, payroll, oversight of receivables and payables, and compliance with state and federal tax and legal requirements. The Finance Director will work under the direct supervision of the Executive Director.

#### **Duties and Responsibilities:**

- Preparing the annual budget and preparing budget reports for management and the board of directors.
- Complete reports for compliance with state and federal laws including those required by the Internal Revenue Service, the New Mexico Taxation and Revenue Department, New Mexico Workforce Solutions, Office of the Attorney General, and the Secretary of State.
- Coordinate the annual financial audit by an independent certified public accountant and oversee all internal controls.
- Prepare financial reports for foundations and donors for multiple grants with different reporting periods.
- Manage payroll process including biweekly payments, employee benefits, and legal compliance.
- Manage a filing system for accounts payable and receivables as well as files for grants, donations, vendors, and contractors.
- Manage an investment portfolio for NMAA's reserve funds based on input and guidance from the management and the board of directors.

#### **Qualifications:**

- Proficiency with Quickbooks non-profit edition.

- Proficiency with Microsoft Excel and the ability to generate a variety of financial reports.
- Experience with managing investment portfolios for non-profit organizations.
- Experience with financial management and/or bookkeeping for non-profit organizations.
- Associate's or Bachelor's Degree in accounting, finance, or bookkeeping or the equivalent of work experience.
- Strong written and communications skills.
- Good computer skills and experience with Word, Excel, Google Mail, and various databases.
- Ability to both work independently and as part of a team.
- Ability to work flexible hours and weekends during peak activities.

#### Additional Information

- Requires working in a hybrid work environment including work in the office up to three days per week with flexibility to work from home part of the work week.
- Requires sitting at a computer for 4 to 8 hours per day.
- Require regular meetings with NMAA staff and management, which may be in person or remote.
- The position will require frequent use of stairs to access upstairs staff offices.

#### Compensation

- Starting salary is negotiable based on knowledge and relevant experience.
- Includes benefit package that includes health insurance, retirement plan, paid annual and sick leave, and other benefits.

#### Application Process

- Please send a cover letter and resume detailing qualifications for this position along with three professional references to [juliet@lasacequias.org](mailto:juliet@lasacequias.org).
- Interviews will be conducted with qualified candidates until the position is filled.
- Candidates selected for interview may be required to submit a sample of their work.
- Ideal candidate will be able to start as soon as possible.

*NMAA is an equal opportunity employer that values a diverse, respectful, and collaborative work environment.*