



ROOSEVELT COUNTY – JOB DESCRIPTION

Deputy County Manager/Finance Administrator JOB DESCRIPTION

Position Title:	Deputy County Manager/Finance Administrator	Exemption Status:	Exempt
Job Classification:	Classified: FT	Probationary Status:	Six (6) Months
Department/Office:	Administration	Salary:	Commensurate with Experience
Reports to:	County Manager	Last Updated:	April 29, 2024

Job Summary

Assists the County Manager in directing, planning and administering County operations, provides highly responsible and complex administrative assistance and support. Demonstrates strong ethical, professional and service-oriented leadership skills. Responsible for all aspects of Payroll/Finance for Roosevelt County (the County), and ensure all financial operations are in compliance with County, State and Federal requirements and general accounting principles. Assist in formulating and recommending policies and procedures. Bi-weekly payroll processing, payroll tax reporting, and processing of accounts payables.

Essential Functions

- Assist with management of County departments.
- Independently plan and perform work assignments, monitor organization and operations; review and evaluate work methods
- Consult with County Manager when unusual situations arise, both to seek guidance and to alert them to the situation.
- Assist in the development and implementation of County policies and procedures, plans, goals and ensure universal compliance.
- Receive, investigate and resolve difficult and sensitive complaints or inquiries from the public concerning County operations
- Oversee accounting and purchasing duties for the County, ensuring that all functions are in compliance with local, state, and federal laws and regulations.
- Process regular, special, and final payrolls, as well as accounts payables, to include review of all vendor billings for the proper distribution of expenses to departments within the County.
- Assist in all stages of the annual budget development, construction and submission.
- Monitor department budgets and spending activity to ensure compliance with budgetary constraints for fiscal year.
- Prepare financial statements, as needed for various projects or programs, including those of the state and federal governments. Generate and monitor all journal entries, posting such entries to the cash disbursement and general ledger accounts.
- Participate in all financial audits by any agency, prepare annual or fiscal year close-out reports for year-end audit.
- Manage contracts, as well as the processes related to these documents.
- Facilitate comprehensive asset management program, ensure county-wide compliance with policy and procedures
- Reconcile multiple state and federal reports such as 941 and quarterly returns, W-2/W-3 production and filing annually, 1099 preparation, coordinate timely payment and filing
- Reconcile statements and process payments to various fringe benefit vendors Process Public Employee Retirement Association (PERA) payments when generated by payroll process. Upload and reconcile required reporting. Resolve issues, Respond to audit requests from employee or vendor
- Perform all duties with minimal supervision. May be required to work irregular hours, attend other job-related meetings, and perform other duties as assigned.

Non-Essential Functions

- Perform other duties as assigned.

Professional Requirements

- Following a conditional offer of employment, successfully complete background investigation which may include, but is not limited to: fingerprinting, criminal record search, driving record screening, reference check, employment verification, and credit check.
- Complete Chief Procurement Officer Certification within one (1) year of date of hire.
- Complete annual education requirements as assigned or designated by certification requirements.
- Adhere to dress code, appearance is neat and clean.
- Report to work on time and as scheduled.
- Maintain regulatory requirements, including all state, federal and local regulations.
- Represent the organization in a positive and professional manner at all times.
- Comply with all organizational policies and standards regarding ethical business practices in accordance with The Governmental Conduct Act, NMSA 1978, Chapter 10, Article 16 (“GCA”).
- Participate in performance improvement and continuous quality improvement activities.
- Conduct and/or attend meetings and in-services.

Qualifications

- Bachelor’s Degree in Finance, Accounting, Public Administration or Business Administration, or related field required.
- Seven to ten (7-10) years of progressively responsible work experience, government preferred.
- Work experience in financial management, accounting, payroll, accounts payables/receivables, budgeting and/or other core financial practices.
- Must possess a valid New Mexico Driver’s License, or must obtain one within six months of relocation.
- Have not been convicted of, pled guilty to, or entered a plea of nolo contendere to any felony charge or, within the three-year period immediately preceding this application, to any violation of any federal or state law or local ordinance relating to: aggravated assault, theft, driving while intoxicated, controlled substances or other crime involving moral turpitude; and has not been released or discharged under dishonorable conditions from any of the armed forces of the United States.
- Must comply with safety guidelines of the County.
- Bi-lingual preferred.
- Veterans preferred.

Knowledge, Skills, and Abilities

- Knowledge of finance and accounting and purchasing practices, methods, and procedures, laws and regulations.
- Knowledge of structure and functions of local government, policies and procedures.
- Ability to maintain confidentiality of all personnel, financial, and other information.
- Must be able to apply basic mathematical skills, and understand and communicate such concepts as ratios, proportions, and percentages.
- Knowledge of and ability to apply extensive and often complex records-keeping systems and procedures in budget preparations.
- Knowledge of public sector budgets, grant protocols, and financial reporting.
- Ability to conduct planning on a long-term basis in preparation of budgets.
- Ability to write reports with proper format, and verify accuracy of information in reports.
- Ability to determine appropriate course of action in more complex situations.
- Ability to work independently, exercise creativity, be attentive to detail, and maintain a positive attitude.
- Ability to manage multiple and simultaneous responsibilities and to prioritize scheduling of work, ensuring organization in all facets of work.
- Ability to complete work assignments accurately and in a timely manner.
- Ability to communicate effectively, both orally and in writing.
- Ability to handle difficult situations involving the public, vendors, staff, and others in a professional manner.
- Provide exceptional customer service to all visitors at the County Administrative Office

Physical Requirements and Environmental Conditions

- Work under stressful conditions and under extreme pressures.
- Work in varying degrees of temperature (heated or air conditioned).
- Position requires light to moderate work with 50 pounds maximum weight to lift and carry.
- Position requires reaching, bending, stooping, and handling objects with hands and/or fingers, talking and/or hearing, and seeing.
- Manual and finger dexterity.

General Sign-off

The employee is expected to adhere to all County policies, and to act as a role model in adherence to Roosevelt County policies.

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities.

I have read, understood and had the opportunity to ask questions regarding this position description.

Employee's Signature

Date