



# New Mexico State Personnel Office

2600 Cerrillos Road  
Santa Fe, New Mexico 87505-0127

## Classification Description

### FINANCIAL COORDINATOR

<u>Class Title</u>	<u>Class Code</u>	<u>Pay Band</u>	<u>Alt Pay Band*</u>
Financial Coordinator-B	B3031B	60	
Financial Coordinator-O	B3031O	65	
Financial Coordinator-A	B3031A	75	

*\*In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

#### Occupation Description

Plans, directs, and coordinates accounting, investing, banking, insurance, securities, and other financial activities of a branch, office, or department of an establishment.

#### Nature of Work

Financial institutions such as commercial banks, savings and loan associations, credit unions, and mortgage and finance companies employ additional financial managers who oversee various functions, such as lending, trusts, mortgages, and investments, or programs, including sales, operations, or electronic financial services. These managers may solicit business, authorize loans, and direct the investment of funds, always adhering to Federal and State laws and regulations.

#### Distinguishing Characteristics of Levels

*Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.*

#### Basic

- Assists in the technical, professional, and administrative work involved with budget analysis, finance, and investment programs.
- Performs standardized duties to assist in the process of analyzing budget requests or help to formulate investment strategy.

#### Recommended Education and Experience for Full Performance

Bachelor's degree in Finance, Accounting, Economics, or Business Administration and two (2) years of directly related experience in budgeting, accounting and/or auditing.

#### Minimum Qualifications

Associate's degree in Finance, Accounting, Economics, or Business Administration and two (2) years of directly related experience in budgeting, accounting and/or auditing. Any combination of education from an accredited college or university in a related field and/or direct experience in

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this occupation totaling four (4) years may substitute for the required education and experience. **For use at the State Investment Council only:** any budgeting, accounting and/or auditing experience is acceptable.

### Operational

- Independently perform the full range of program, policy, and budget analysis.
- Oversees budget or investment programs of agencies with multiple funding sources and diverse programs.
- Reviews the structure of investment portfolio holdings, thereby producing maximization of total investments.
- Researches and analyzes investment periodicals, economic forecasts, market newsletters, and other pertinent financial information needed to make investment decisions.
- Analyzes agencies' budget requests, prepares a variety of financial reports, and implements accounting and cash management strategies.

### Recommended Education and Experience for Full Performance\*

Bachelor's degree in Finance, Accounting, Economics, or Business Administration and three (3) years of directly related experience in budgeting, accounting and/or auditing.

### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Economics, or Business Administration and two (2) years of directly related experience in budgeting, accounting and/or auditing. Any combination of education from a college or university in a related field and/or direct experience in this occupation totaling six (6) years may substitute for the required education and experience. **For use at the State Investment Council only:** any budgeting, accounting and/or auditing experience is acceptable.

### Advanced

- Performs highly responsible technical, professional, and administrative work involving formulation and direction of an overall investment program or accounting program.
- Conducts studies involving budgeting, management, and administrative problems for the most complex agencies having multiple funding sources, many diverse programs, and a high level of sensitivity/visibility.
- Serves as specialists/staff advisors in the evaluation of data processing plans, provisions of personnel management, and economics forecasting and serve as technical consultants in budget analysis.

### Recommended Education and Experience for Full Performance

Bachelor's degree in Finance, Accounting, Economics, or Business Administration and seven (7) years of directly related experience in budgeting, accounting and/or auditing.

### Minimum Qualifications

Bachelor's degree in Finance, Accounting, Economics, or Business Administration and five (5) years of directly related experience in budgeting, accounting and/or auditing. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling nine (9) years may substitute for the required education and experience. **For use at the State Investment Council only:** any budgeting, accounting and/or auditing experience is acceptable.

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### Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O\*NET. O\*NETTM is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

### Knowledge

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Computers and Electronics** — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Clerical** — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

**Law and Government** — Knowledge of laws, legal codes, court procedures, precedents, government regulations, executive orders, agency rules, and the democratic political process.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

### Skills

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Speaking** — Talking to others to convey information effectively.

**Writing** — Communicating effectively in writing as appropriate for the needs of the audience.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

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**Reading Comprehension** — Understanding written sentences and paragraphs in work related documents.

**Time Management** — Managing one's own time and the time of others.

**Coordination** — Adjusting actions in relation to others' actions.

**Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

**Statutory Requirements:** N/A

**Conditions of Employment:** Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

**Default FLSA Status:** Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

**Bargaining Unit:** This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

**Established:** 07/07/2001 **Revised:** 9/20/2011;4/3/2018(SIC Addendum); 4/30/2019 (MQ: DIA "State government" strikeout)

*\*Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

*Note: Classification description subject to change. Please refer to the SPO website [www.spo.state.nm.us](http://www.spo.state.nm.us) to ensure this represents the most current copy of the description.*