



DFA CHIEF FINANCIAL ACCOUNTANT

General Summary

The Chief Financial Accountant is the lead oversight, training and advisory accountant to state agencies and organizations (approximately 130) whose financial operations are overseen by the state. This senior-level position designs and coordinates state-level financial reporting and analysis, risk mitigation strategies, process improvements, and system configuration for varied and complex accounting situations, including modifying the State's ERP financial systems, and accounting for higher education institutions' and state component units' data submissions.

DFA Chief Financial Accountant

Jobcode: C3900

Pay Band: 85

FLSA Status: Exempt

Distinguishing Characteristics

Due to the level of work and scope of responsibility and accountability, this position exists only in the Department of Finance and Administration Financial Control Division.

Recommended Education and Experience for Full Performance

Master's degree in Business Administration with an emphasis in Accounting. Eight (8) years of experience in accounting to include a minimum of Four (4) years preparing Comprehensive Annual Financial Reports.

Minimum Qualifications

Bachelor's degree in Business Administration with a major/emphasis in Accounting. Five (5) years of experience in accounting to include a minimum of two (2) years preparing Comprehensive Annual Financial Reports or equivalent experience as governmental agency Chief Financial Officer.

Essential Duties and Responsibilities*

- Evaluates, recommends, develops and maintains financial models and systems to account for state government, higher education institutions and other governmental entities controlled by the state to facilitate annual audit and state-level reporting.
- Evaluates Government Accounting Standard pronouncements, and develops compliant accounting policy and procedures; assists with statewide implementation.
- Evaluates and tests the state's System of Management Controls to ensure adequacy and user compliance. Enhances or develops controls where necessary, moving from an environment of detective and compensating controls to one of preventive controls.
- Oversees the accounting and financial reporting of all state agencies, higher education institutions and other governmental entities controlled by the state to ensure consistent and compliant financial reporting.
- Directs and coordinates development of Comprehensive Annual Financial Report. Completes report narrative, financial budget segments, and financial notes. Interfaces with independent audit firm.
- Develops and provides training for agency financial and management staff or individual groups in areas of financial management, agency accounting structure, and reporting policies and procedures.
- Prepares and delivers financial presentations on complex topics for delivery to branches of government responsible for operations and oversight.
- Provides technical expertise to address agency financial management needs by directing or facilitating project teams or agency workgroups dealing with issues, including structural change or financial management needs. Develops requests for proposals or contract proposals.

- Analyzes and interprets complex financial reports for executive and agency leadership to support effective financial management and to facilitate understanding of such. Participates on financial advisory teams by coordinating or delivering training and by analyzing and preparing contract documents.
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Bargaining Unit:

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.

Working Conditions: Work is performed in an office setting. Frequent late hours, weekends, on-call and callback work may be required related to end-of-year financial reporting cycles. Travel may be required. Incumbent will frequently work under time constraints and is expected to maintain the highest level of professional conduct, ethics and confidentiality.

Established: 10/23/2015

Revised:

**Essential Duties and Responsibilities 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 duties. Classification description subject to change. Please refer to SPO website (www.spo.state.nm.us) to ensure this represents the most current copy of the position.*

*** Means two (2) or any combination of full-time equivalent (FTE) status that equals at least two (2) regular or term status employees in non-temporary positions.*