

**Working Title: Director of Government Accountability Office**

**Job Title: Special Projects Coordinator III**

**Position Number: 1149**

**Pay Band: 28**

**Hourly Rate: min 25.81, mid 44.86, max 59.66**

The Government Accountability Office (GAO) Director focuses on bringing transparency and accountability to how the Office of the State Auditor (OSA) disseminates information and develops presentations about the agencies and local public bodies that receive and spend public money. This position also provides support regarding legislative matters and reports directly to the State Auditor.

### **Responsibilities**

The GAO manages special studies and projects in coordination with office leadership and prepares related reports and presentations. The GAO oversees the development and implementation of the OSA's financial compliance training and education program for a variety of public entities in partnership with public entity advocacy groups and stakeholders. The GAO aims to make the important information contained in the 650+ audits and financial reports that New Mexico state and local agencies produce each year accessible and understandable to the public and to state and local policymakers. This position publishes the GAO Finding Report in accordance with the Audit Act for all stake holders throughout the State of New Mexico. The report is intended to provide high-level data and statistical evidence on the outcomes of the audits performed for a fiscal year in accordance with the vision of the OSA and GAO to bring accountability, transparency, and excellence to New Mexico governance. The report provides a snapshot of the financial health of New Mexico's government, providing accessible information to support more effective and efficient decision-making concerning matters involving taxpayer dollars. The GAO also publishes alerts and risk advisories to all stakeholders regarding a broad range of topics, including fraud, waste and abuse risks; government accounting standards; and state law compliance. The GAO, in coordination with the OSA Policy and Public Affairs Director, assists with legislative matters including the development of fiscal impact reports of legislation germane to the OSA and public auditing in New Mexico.

### **Required Experience and Skills**

Experience in performing special studies and projects, data mining and compilation of data for reports and office presentations. Experience in developing, conducting, and managing comprehensive training and education programs complete with curriculum and various, appropriate training tools (guides, videos, webinars, train-the-trainer, etc.).

The ability to multi-task and to switch tasks frequently with many interruptions; handle difficult people or situations with diplomacy to achieve results tactfully, professionally, and successfully; disseminate accurate information to others; identify issues and problem solve; and work independently. Excellent written, research and verbal communication skills are required, with the ability to work in a high-volume and complex environment. Proficiency in Microsoft Office and Canva are preferred.

### **Preferred Education**

Master's degree in public policy, political science, business, finance, economics, or a related field of study, including law, and three years of relevant professional experience OR a bachelor's degree in the required fields and combination with relevant experience of five or more years.

### **Agency Contact Information:**

Interested applicants should submit their resume, transcripts and any licensure/certifications to Terese Vigil, HR Manager, at [terese.vigil@osa.nm.gov](mailto:terese.vigil@osa.nm.gov) for consideration or call (505) 469-5936 with questions.