County of Mora
Position Description

Job Title: **Finance Director**

Essential Duties and Responsibilities

Requisitions

- Receive requisitions from different departments, verification of three quotes, submit to Manager or Commission for approval, and assign PO number.
- Review all purchase orders and compare with proper invoice on a regular basis for payment processing.
- Monitor annual budget for available purchases for County funds.

Budget (Monthly)

- Provides overall accounting for all Mora County Departments.
- Prepare Budget Report on a monthly basis.
- Prepare Budget Adjustment Resolution for increases and transfers.
- Prepare the Interim budget and the final budget current fiscal year for approval by DFA and the County Commission.
- Prepare the Expenditure Listing on a monthly basis.

Payroll and Taxes (Bi-Weekly, Monthly, Quarterly and Yearly)

- Prepare an electronic deposit for the federal withholding, FICA and FICAMED withholding and FICA and FICAMED match. Call it by phone and provide a copy for the treasurer.
- Prepare a PERA Remittance.
- State withholding is sent on CRS form on a monthly basis along with Solid Waste GRT.
- All other payroll deductions are mailed out bi-weekly.
- PERA wages and PERA withholding is reported bi-weekly to Santa Fe.
- Phone in the Statistics of the month to the NM Department of Labor Economic Research and Analysis on a monthly basis.
- Prepare a quarterly report for the federal wages, federal withholding, FICA wages, FICA withholding, FICA match, FICAMED withholding and FICAMED match, IRS-941.
- Prepare a quarterly report for the Department of Labor and provide a warrant for unemployment tax (per department).
- W-2's are mailed out to the Social Security Administration and to the State of NM.

Solid Waste

- Process monthly commercial solid waste billing.
- Process bi-annually resident solid waste billing.

Other Duties

- Attend commission meetings to present a monthly financial report and BARS.
- Collects, opens, routes incoming mail and takes outgoing mail to local Post Office.
- Files correspondence and other records.
- Answer telephone and give information to callers or route calls to appropriate officials.
- Greet visitors.
- Maintain inventory for Manager's Office and all other departments.
- Administers and processes Legislative and Federal Grant Funds.
- Process Non-taxable Certificates.
- File insurance claims for the county; maintain records for the NMAC Multiline Pool.
- Provide insurance coverage for all county vehicles.
- Answer any correspondence for the NMAC and DFA.
- Maintain records for the Development Loans.
- Delivers reimbursement, rents and other checks mailed to the manager's office to the treasurer.
- Order supplies and forms used in performing job duties.
- File workers' compensation claim to the NMAC.
- Accepts application for employment and forwards them to proper department.
- Mail out information to the Fire Districts and other Departments.
- Make copies of correspondence and distribute to all departments.
- Prepare various memos to the different departments.
- All other duties as assigned.

Function Analysis

- Able to apply basic records-keeping systems and procedures.
- Able to maintain concentration on details for long periods of time.
- Able to read and copy numbers with great accuracy.
- Able to write reports with proper format, and verifies accuracy of information in reports.
- Able to apply math skills in processing large volume of numerical data.
- Able to listen to and follow verbal directions in English and Spanish.
- Able to communicate verbally with co-workers.
- Able to organize and prioritize numerous tasks requiring the use of mental capabilities.
- Able to perform all duties with minimal supervision.

License Requirements

Valid New Mexico Driver's License

Declaration

I have read the above position description. I understand the demands and expectations of the position described and, to the best of my knowledge, believe that I can perform these duties.

Finance Director
Page Three

Employee's Printed Name: _____

Signature _____   Date _____

Supervisor's Printed Name: _____

Signature _____   Date _____