

STATE OF NEW MEXICO
OFFICE OF THE TREASURER

LAURA M. MONTOYA
State Treasurer



JANICE Y. BARELA
Deputy State Treasurer

CHIEF FINANCIAL OFFICER

Compensation

\$67,710 - \$156,497 Salary

Classified

GOVX

The State Treasurer's Office (STO) is an independent elected constitutional office. STO manages assets that are derived from the collection of tax receipts, the proceeds from bond sales and deposits into the Local Government Investment Pools. This position within the Investment Division at STO supports the management of these assets that are not immediately needed for government operations or to fund capital projects. This position assists in managing over \$17 Billion of funds across seven portfolios. This position has a fiduciary responsibility. STO shall follow 6-10-10 NMSA and three fundamental principles: safety, liquidity, and yield. The STO investment portfolio is governed by NM state statutes. The State Treasurer's Investment Policy dictates the guidelines for all STO investments, under the advice and consent of the State Treasurer's Investment Council and the NM Board of Finance.

Job Description:

The Chief Financial Officer (CFO) is responsible for the operational, financial, accounting, reporting and compliance objectives of the Budget and Finance Division within the State Treasurer's Office (STO). The CFO plays a critical role in developing the STO's annual budget, driving and implementing strategic goals, and presenting key budgetary information to the New Mexico Legislature Legislative Finance Committee.

This position records all STO financial transactions, processes payments, manages all requests for proposal, and oversees procurement, billing, reconciliation, and payment of bonds. The CFO manages fund transfers between agencies and externally, oversees the self-earners accounts, reconciles over \$5 million for the STO's budget, and reconciles almost \$20 billion monthly. The CFO leads the completion of the STO's annual audit, ensures compliance with federal and state statutes, tracks expenditures, and reports financials in a timely and effective manner.

Job Duties:

- Directs the day-to-day operations of the Budget and Finance Division, including reviewing internal controls to meet all compliance requirements.
- Prepares STO's operating budget and track budget funding; request and submit funding BARs from DFA; review and submit budget submissions to DFA/LFC; prepare financial statements, including the Annual Comprehensive Financial Statements, Popular Annual Financial Report, and monthly State Treasurer's Investment Council report.
- Manages all financial and accounting operations of the agency to ensure all transactions are recorded daily, properly classified, reconciled and in compliance with state and federal law.
- Monitors the general ledger to ensure accuracy; reconciles accounts in SHARE; manages all agency contracts; reviews vouchers, budget documents, contracts, purchase orders, journal entries, travel documents, and bank reconciliations; receive, monitor, and record all agency

revenues and expenditures; develops, prepares and manages all procurements, ensuring the accurate and timely payment of all vendor invoices; and clears suspense accounts and audit entries.

- Oversees and manages the 1099-Rs process.
- Monitors bond sales quarterly and monthly draws sent form Board of Finance.
- Serves as the main point of contact for external auditors and internal auditors who are reviewing general operations, internal processes, and financial reporting.
- Meets all record-keeping requirements for audit purposes.
- Reports on all risk and safety issues to the State Treasurer.
- Works with actuaries to prepare the GASB 67 & GASB 68 reports.
- Presents to the State Treasurer's Investment Council, State Board of Finance, and the New Mexico Legislature.
- Manages division staff and collaborates with other agencies to support statewide financial operations and coordination.

Minimum qualifications:

Bachelor's Degree in Business Administration, Accounting, Finance, or Auditing and eight (8) years of experience in Accounting, Business Administration, Public Administration, Finance, or Auditing; to include two (2) years of experience with PeopleSoft: Oracle Financials or similar software system; and to include three (3) years of managerial or supervisory experience. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling twelve (12) years may substitute for the required education and experience.

Strong interpersonal skills with the ability to build and maintain relationships with internal and external stakeholders. Must possess excellent communication skills and have strong organizational skills.

This position is based in Santa Fe, New Mexico.

Work is performed in an office setting, with extensive exposure to VisualVideo Display Terminal (VDT), personal computer, printer, cellphone, copy machine, scanner, keyboard, and digital records with extended periods of sitting.

For additional information or to submit your resume and letter of intent, contact Jessica Maldonado at Jessica.Maldonado@STO.nm.gov or 505-205-3567.