



CITY OF RIO COMMUNITIES JOB DESCRIPTION

Position: Accounting Specialist/Chief Procurement Officer

Status: Non-Exempt

Class Characteristics:

The Accounting Specialist/Chief Procurement Officer reports to the Finance Officer/Treasurer and is responsible for providing financial, administrative, and clerical services in order to ensure effective, efficient, and accurate financial and administrative operations. The Accounting Specialist/Chief Procurement Officer must comply with the Financial Administration Act, Generally Accepted Accounting Principles, NM State Procurement Code and Municipal Policies and Procedures. This includes processing and monitoring payments and expenditures and preparing and monitoring the payroll system. Providing these services in an effective and efficient manner will ensure that municipal finances are accurate and up to date, that staff is paid in a timely and appropriate manner and that vendor and suppliers are paid within established time limits. The Chief Procurement Officer follows the NM State Procurement Code as well as the City Procurement Policy to process purchasing requests for equipment, materials, supplies, capital goods, and services.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

This position will back-up the Finance Officer/Treasurer and Finance Clerk.

Typical Functions:

1. Without restricting the general nature and scope of the work, the following are illustrative examples of work that will be expected of this position.
 - Process purchase requisitions/orders within purchasing authority
 - Invite, assess, and award/recommend supplier tenders, bids, quote, and proposals.
 - Establish and negotiate contract terms and conditions, and maintain supplier relationships
 - Prepare and maintain purchasing records, reports, and price lists
 - Work with all departments to determine procurement needs, quality, and delivery requirements
 - Assist in the development of specifications for equipment, materials, and services to be purchased
 - Administer contract performance, including delivery, receipt, warranty, damages, and insurance
 - Reconcile or resolve value discrepancies.
 - Comply with and maintain knowledge of applicable rules, legislation, regulations, standards, and best practices
 - Address staffing resource needs
 - Develop and maintain constructive and cooperative working relationships with colleagues and management



- Ensure that correspondence and inquiries received by the city procurement department is handled in a timely manner;
- Maintains a backup of computer records
- Adhere to the highest standards of customer service in dealing with the public and coworkers;
- May be required to assist in the process of the annual financial audit;
- Assists the preparation of financial statements, trial balance, revenue ledgers and expense reports.
- Assists the preparation of quarterly financial reports in compliance with all statutory requirements.
- Assists with annual budget preparation and implementation.
- Assists bank reconciliation activities including monthly adjustments, non-sufficient funds, void checks, and check reconciliation.
- Assists with the processing of quarterly Department of Labor reports, 941 quarterly reports, W-2's, and 1099's.
- Assists with fixed assets including maintaining accurate records, calculating annual depreciation and accumulated depreciation, and deleting obsolete items.
- Assists with the preparation of reports at month, quarter and year-end for department heads, council, and auditor.
- Assists in department orders for the purchase of supplies.
- Maintains a backup of computer records
- Assists with payroll information preparation and payroll records;
- Assists in the process of preparation, collection, accounting and reporting of grant and other intergovernmental funding;
- Must have team building skills;
- Other duties as required or assigned.

2. Provide administrative support in order to ensure effective and efficient office operations

- Monitor all orders of office supplies
- Prepare purchase orders
- Maintain a filing system for all financial documents
- Ensure the confidentiality and security of all financial and employee files

Non-Essential Duties:

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Minimum Qualifications:

- Must have High school diploma or equivalent.
- Two years of finance/bookkeeping experience.
- Must have Chief Procurement Officer Certification or get certification preferably within 3 months but required within 6 months of hire
- Thorough knowledge of administration and bookkeeping procedures.
- Knowledge of accounts payable, accounts receivable and maintaining general ledgers.
- Knowledge of payroll functions and procedures.
- Ability to maintain a high level of accuracy in preparing and entering financial and payroll information.
- Confidentiality concerning financial and employee files.
- An equivalent combination of education and experience.

**Skills:**

The incumbent must demonstrate the following skills:

- Excellent interpersonal skills
 - ✓ team building skills
 - ✓ analytical and problem-solving skills
 - ✓ decision making skills
 - ✓ effective verbal and listening communications skills
 - ✓ attention to detail and high level of accuracy

- bookkeeping skills
- Very effective organizational skills
- Effective written communications skills
- Computer skills including the ability to operate computerized accounting spreadsheet and word-processing programs, and e-mail at a highly proficient level
- Stress management skills
- Time management skills

Supervision:

Duties are performed under the direct day to day supervision and administration of the Finance Officer/Treasurer. Independence of action is stressed in general performance of duties. The Accounting Specialist/Chief Procurement Officer serves at the pleasure of the Finance Officer/Treasurer and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

Physical Demands:

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

Pre-Employment Requirements:

Must be able to successfully pass a drug screen, background check and be bondable.

Compensation Type:

Hourly position paid every two weeks.

Exemption Status:

Non-Exempt at will employee.



Salary:

Starting wage or salary is negotiable within established wage range depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. The Accounting Specialist/Chief Procurement Officer shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.

Print Employee Name

Employee Signature

Date