



JOB ANNOUNCEMENT

Job Title:
Chief Financial Officer (CFO)

The Chief Financial Officer reports to the President and is responsible for the overall administration and supervision of the Business Office, Financial Aid, College Stores, and vending services.

ESSENTIAL FUNCTIONS:

Administers, supervises, and is accountable for all functions of the Business Office and Auxiliary Services.

Accounting:

- Organizes and maintains a comprehensive accounting system in accordance with New Mexico State guidelines and Governmental Accounting Standards Board (GASB)

- Develops a comprehensive monthly reporting system that shows the accurate results of budgetary operations

- Develops short and long-range budget projections

- Prepares annual budget requests for the College and State of New Mexico

- Maintains a sound investment program for College funds

- Ensures fixed assets are accounted for, recorded, maintained and disposed of as needed

- Prepares revenue projections and analysis

Payroll:

- Supervises preparation of all College payrolls

- Supervises preparation of all payroll reports in a timely manner

- Administers all retirement, income tax withholding, and group insurance programs

Budget:

- Develops and implements a modified zero-based participatory budget process. Monitors all College budgets

- Maintains working relationship with New Mexico Higher Education

Department Accounts Payable:

- Develops an efficient system to process payment of all College purchases

- Develops a system that ensures payments are made to vendors in a timely and accurate fashion

Purchasing:

Administers a comprehensive purchasing program in accordance with the State of New Mexico Procurement Code

Develops purchasing procedures that are cost effective and efficient

Bursar:

Develops a system that ensures all College receipts are properly recorded and accounted for

College Stores:

Supervises the operation of the College Bookstore and Museum Shop to

Include sales, purchases, and inventory control

General Management:

Coordinates with other divisions of the College in the timely delivery of services and reports as needed

Supervises and evaluates staff

Participates in professional activities as appropriate for continuing development

Develops and implements a management plan that is coordinated with the

College-wide planning process. Participates in the resource development process as necessary.

Supervises the preparation and allocation of the College and divisional budget expenditures by program and line item

Develops and implements an accountability program that assesses the outcomes of College activities

Familiarization of state and federal political policies and regulations

Other duties as assigned

Qualifications

Bachelor's Degree required. Master's Degree preferred in accounting, finance, or related field from a regionally accredited university, or CPA/CMA; five or more years in educational or business administration on various levels required; background or training in finance preferred; an understanding of the community college philosophy. Working knowledge of fund accounting and GASB preferred. Travel required; valid New Mexico driver's license required.

Language skills:

Strong verbal, written, and interpersonal skills a must; Ability to read and comprehend complex instructions, correspondence, and memos; Ability to write correspondence; Ability to effectively present information to individuals and groups from within the College and out in the community.

Mathematical skills:

Ability to perform mathematical functions related to finance.

Reasoning ability:

Ability to solve practical problems and deal with a variety of situations.

Technology skills:

Computer Competency: Capable of applying and maneuvering within various software packages including but not limited to Microsoft Windows, Microsoft Word, Microsoft Outlook, Microsoft Excel, and Internet; Experience with financial and/or accounting software preferred; fund accounting knowledge and/or experience preferred; Data entry accuracy required.

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The employee is required to walk, stand, sit; use hands to handle or feel objects, tools, and controls; reach with hands and arms; stoop, kneel, and lift; and talk and hear.

The employee must regularly lift and/or move up to 20 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The noise level in the work environment is usually low. Job performed indoors in a demanding, fast-paced environment where priorities must be set and deadlines met.

HOW TO APPLY

Applicants must submit: a cover letter; a resume; a completed, signed, and dated Mesalands Community College employment application (supplied to applicant upon request, also available on-line at www.mesalands.edu); copies of transcripts for college courses completed; must provide a copy of a valid driver's license, and list of three references, including name, address, and phone numbers. References and former employers will be contacted. All required application materials must be received by: Academic Affairs, Mesalands Community College, 911 S. Tenth Street, Tucumcari, NM 88401, applications may also be emailed to roseb@mesalands.edu; **Application deadline is May 3, 2021.**

(575) 461-4413, ext. 114