

ADMINISTRATIVE SERVICES DIVISION DIRECTOR

The Administrative Services Director shall serve under the direction of the Chief of Staff of the Public Regulation Commission (PRC), and shall manage the work of the Administrative Services Division (ASD) of the PRC and supervise division staff. This ASD Director is an "At Will" position. This position is directly responsible for the following Bureaus of the PRC: Budget and Finance; Records Management; Human Resources and Personnel; Information Systems and Fleet Operations. Development and maintenance of the PRC annual budget, including budget forecasting, procurement, audit planning, fund management, reconciliations, accounts receivable and payable Establishes, develops, updates, implements and interprets fiscal and administrative policies, procedures and guidelines. Oversees and coordinates annual external audit program for PRC; oversight of the Records Custodian. This positions serves as the Chief Financial Officer for the agency.

Liaison with Agency staff, state agencies, various committees and legislators to address personnel issues, financial control issues, financial and operating issues, budget requests, legislative process updates and to define performance measures strategies.

Oversees fiscal management and fixed assets inventory of the PRC and oversees the computer fixed assets inventory for entire agency.

Bachelor's degree in Economics, Business, Finance or Accounting.

Four (4) years experience in budget and finance including three years of supervisory experience.

Salary: \$48,869 -\$120,955 per year plus benefits. Salary based on education and experience. Applicants may email or mail their resume to Rene Kepler at Renes.Kepler@state.nm.us, or mail to NMPRC Attn: Human Resources P.O. Box 1269, Santa Fe, NM 87504-1269. Applicants should submit resumes prior to January 28, 2019. The State of NM is an EOE Employer.