

Job Description

Job Title Budget and Finance Director (NMPRC # 4160)

Job ID 107993

Location Santa Fe

Full/Part Time

Full-Time

Regular/Temporary

Regular - PERM for State

Agency

Public Regulation Commission

Job Posting Type

Standard Requisition

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Salary

\$24.95 - \$43.41 Hourly

\$51,905 - \$90,301 Annually

This position is a Pay Band 85

Purpose of Position

This posting will be used for ongoing recruitment and will remain open until position is filled.

Why does the job exist?

- Serves as the initial developer of the agency budget appropriation request and operating budget submissions ensuring that all budgetary submissions are accurate, timely and that statute deadlines are met.
- Works closely with Chief of Staff and ASD Director regarding expenditure and revenue projections.

How does it get done?

- Serves as the agency's Point of Contact regarding budgetary inquires from State Oversight Agencies.
- Ensures the agency budget is reconciled and that the agency remains within its budgetary constraints each fiscal year.
- Works closely with Chief of Staff and ASD Director regarding expenditure and revenue projections.
- Provides monthly Budget Availability Reports to Agency Division Directors and Commissioners on a monthly basis and addresses Division needs/wants given program appropriation.
- Initiates and records BARs (Budget Adjustment Requests) as appropriate including all relevant supporting justification documentation.
- Tracks Fire Protection Fund revenue vs authority (House Bill 2) as well as Responsible for Fire Protection Fund Distributions per 2017 House Bill 4.

Who are the customers?

- Agency Staff
- Members of the Public
- NMPRC Commissioners

Ideal Candidate

- Experience working with Legislative Finance Committee and Department of Finance
- Budget preparation
- Experience with Fire Fund

Minimum Qualification

A Bachelor's Degree in any field of study from an accredited college or university and eight (8) years of professional level experience with a light strategic impact directly related to the purpose of the position defined by the agency at the time of recruitment. Substitutions Apply. See Substitution Table below. A hiring agency will designate a portion of the required experience to include management, supervisory and/or specialized experience. Any required licensure, certification or registration shall be defined at the time of recruitment and will be in addition to the above requirements.

Substitution Table

These combinations of education and experience qualify you for the position:

	Education		Experience
1	High School Diploma or Equivalent	AND	12 years of experience
2	Associate's degree	AND	10 years of experience
3	Bachelor's degree	AND	8 years of experience
4	Master's degree	AND	6 years of experience
5	PhD degree	AND	4 years of experience

- Education and years of experience must be related to the purpose of the position.
- If Minimum Qualification requires a specific number of "semester hours" in a field (e.g. 6 semester hours in Accounting), applicants MUST have those semester hours in order to meet the minimum qualifications. No substitutions apply for semester hours.

Employment Requirements

Must possess and maintain a valid New Mexico Driver's License. Must successfully pass a criminal background check.

Working Conditions

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage.

Supplemental Information

Benefits:

Do you know what Total Compensation is? [Click here](#)

Agency Contact Information: Rene Kepler [Email](#)

For information on Statutory Requirements for this position, click the Classification Description link on the job advertisement.

Bargaining Unit Position

This position is not covered by a collective bargaining agreement.

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