



Ciudad Soil & Water Conservation District
100 Sun Avenue NE, Suite 160
Albuquerque, NM 87109
(505) 510-3478

Employment Announcement: Chief Financial Officer

Job Type: Full-time, 40 hours per week

Compensation: \$40-\$50, compensation is negotiable depending on education and experience

Benefits: Ciudad SWCD offers a competitive employee benefits package including reimbursement up to 90% of family health and dental plan, PERA pension with generous employer contribution, 11 paid holidays, 40 hours of PTO per quarter, and more.

Ciudad Soil & Water Conservation District Overview

Ciudad Soil & Water Conservation District (SWCD) is a special district, also known as a political subdivision, of the State of New Mexico, organized under the Soil and Water Conservation District Act (73-20-25 et. seq. NMSA 1978). Ciudad SWCD promotes and is committed to the conservation, improvement, and responsible use of the natural resources on the rural and urban lands within its boundaries. Ciudad SWCD is presently largely funded by soft money, grants and cooperative agreements but a mill levy beginning in December 2025 will stabilize revenues. The District values collaborating with partners and aims to serve constituents and the environment with the highest quality of public service and education about best practices. Ciudad SWCD frequently works across jurisdictional boundaries, including on private lands, providing financial and technical assistance to land managers and owners. The District is pleased to have a committed Board of Supervisors and a passionate team of Staff Members who are devoted to making a difference within our watershed.

Position Overview

Ciudad SWCD seeks a Chief Financial Officer (CFO) to lead the district's financial operations. The CFO position is an exciting opportunity for a committed individual who strives for accuracy in financial reporting, enjoys a fast pace, ever changing variety of projects, and working on multiple projects simultaneously. The CFO will manage a finance assistant and will be ultimately responsible for overseeing Ciudad's accounting information system utilizing the cash accounting method in QuickBooks™ to process a variety of transactions. The selected individual will analyze project budgets in cooperation with the District Manager and Program Managers, prepare annual revenue and expenditure budgets in collaboration with the Finance Committee and District Staff, and evaluate costs within numerous internal program budgets. They will draft and present financial reports to the Board of Supervisors at monthly board meetings and other partners as needed. The CFO will develop and maintain communications with funding agencies, constituents, and other stakeholders. The CFO will develop innovative tracking systems to

enhance financial management for District operations. The CFO will act as the Chief Procurement Officer for the district and be responsible for RFPs, ITBs and other procurement activities. The CFO will also be responsible for quarterly reporting to the NM Department of Finance/Local Government Division (NMDFA/LGD) and for completing annual audits in compliance with NM State Auditor rules.

To apply for this position, please visit Ciudad SWCD's website. Individuals should complete the application and upload the requested documents.

This posting is open until filled. Ciudad SWCD reserves the right to make a hiring decision at any time. Applicants will be evaluated on a rolling basis beginning Nov 1. Please contact Joshua O'Halloran at: joshua@ciudadswcd.org or 505-510-3478 for additional information.

Duties and Responsibilities

These examples do not include all possible tasks in this work and do not limit the assignment of related tasks to the Chief Financial Officer. Regular attendance according to the position's management-approved work schedule is required for all positions.

- Manage District fiscal operations using QuickBooks™ software.
- Oversee and execute District accounting activity by overseeing billings for accounts receivable and accounts payable for various grant and program reimbursables, as well as for mill levy revenues; initiating payment for monthly and quarterly payroll tax liabilities; and initiating general journal entries to reconcile, or adjust and close out the fiscal year.
- Prepare annual audit deliverables upon request of the Independent Public Auditor for full financial audits and federal single point audits.
- Perform budget analysis and meet reporting guidelines by forecasting revenues and expenditures and by preparing annual budget with guidance from the Finance Committee, District Manager, and other District staff; drafting quarterly budget resolutions and annual mill levy resolutions for adoption by the Board of Supervisors; evaluating expenditures and producing quarterly budget and year end budget reports for NMDFA/LGD, NMDA and Soil and Water Conservation Commission; and monitoring spending in accordance with the budget.
- Present the financial status of the District at monthly Board meetings by developing financial analyses and reports, presenting the reports, and responding to any inquiries. Extract financial data from Quickbooks™ and prepare reformatted monthly financial reports using Microsoft Excel or Google Sheets.
- Draft and communicate financial reports to project partners upon request or as stipulated in agreements.
- Support District Program Managers with accurate and timely reviews of program and project level budgets, procurement, invoicing, and other financial needs. In collaboration with District staff, regularly report records of activities, in-kind match and expenditures for each program and/or grant. Work with District staff to ensure that funds are utilized in accordance with funding source requirements, and that record-keeping and reporting are in compliance.

- Serve as the District's Chief Procurement Officer after completing required training and certification paid for by the District.
- Oversee requests for reimbursable grants and programs (request for reimbursements, expenditure request for funds, and certificate of payment requests).
- Account for all federal, state, local and private grant program activity (monitor grant spending, report in-kind match, act as fiscal liaison between the District and granting agencies).
- Assist the District Manager and the Board with maintenance of the Infrastructure Capital Improvement Plan and with applications for capital outlay funding from the NM Legislature.
- Complete approved training and workshops on grant management, fiscal management, budgeting and other pertinent topics as permitted by the District budget.
- Monitor financial performance progress to determine need for agreement amendments or extensions.

Minimum Qualification

- Bachelor's degree in Accounting, Business Administration, Public Administration or closely related discipline, with at least 9 credit hours in accounting and at least 3 years of experience in grant or government accounting.
- In lieu of a Bachelor's degree, an individual may meet minimum qualifications if they have 5 years of experience directly related to the duties and responsibilities specified.
- Maintain positive relationships using open communication between our District and its residents, and with representatives from other SWCDs, NMDFA/LGD, Natural Resource Conservation Service, New Mexico Association of Conservation Districts, Soil and Water Conservation Commission, NM State Forestry, USDA Forest Service, County and City Open Space, Fire, Planning and Zoning Departments, NM State Land Office, and other individual and agency cooperators.
- Respond to all emails, phone calls, and other correspondence in a timely manner.
- Positively represent the District at all times.
- Demonstrated skill working with Accounting Information Systems, including working knowledge of QuickBooks™ software.
- Records management experience with accurately maintaining documentation using physical and virtual ("cloud") filing systems.
- Capable of working in a team environment and collaborating with colleagues as well as working well independently.
- Proficiency in creating and managing complex spreadsheets in Microsoft Excel and Google Sheets for tracking financial data. Proficiency with Google and Microsoft Office applications (Word, Excel, PowerPoint, Access, Gmail).
- Experience with budgeting, fund, grant and/or contract accounting, in addition to familiarity with cash accounting methods and grant match accounting (cash and in-kind).
- Competence in preparing budgets and financial reports, reconciling accounts, and managing ledgers.
- Ability to effectively communicate financial matters to non-financial people.

Preferred Qualifications Beyond Minimum Requirements

- Experience performing advanced financial/operational analyses, and financial projections.
- Demonstrated knowledge of controls and experience preparing for full audit processes.
- Masters in Business Administration, Public Administration or closely related discipline.
- Certified Public Accountant.