

SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506-8342

(505) 424-1850 Fax (505) 424-1839 www.sfswma.org

Recruitment Announcement # SFSWMA 2020-006

POSITION TITLE: ACCOUNTANT
SALARY RANGE: \$30.12 - \$48.21
FLSA/UNION STATUS: Not Covered/Not Covered
POSITION STATUS: CLASSIFIED FULL TIME
PERIOD TO APPLY: 09/16/2020 – Open Until Filled
SUPERVISOR: Randall Kippenbrock, P.E., Executive Director
WORK LOCATION: Caja Del Rio Landfill

PURPOSE: The purpose of the class is to coordinate and manage all Agency financial activities, ensuring the accurate and proper maintenance of all financial records and the preparation of required financial reports; and to perform other administrative and technical work as required. This class works within broad policy and organizational guidelines and does independent planning and implementation, reporting progress of major activities to the Executive Director through periodic conferences and meetings.

JOB DUTIES AND RESPONSIBILITIES:

1. Plans, coordinates and manages financial activities for the Agency, including but not limited to account management, budget preparation, procurement, collections and general accounting.
2. Ensures Agency compliance with policies, procedures and regulations governing financial record keeping and reporting, and Generally Accepted Accounting Principles (GAAP).
3. Prepares and assists in administering the annual budget; monitors expenditures and balances; prepares monthly budget reports.
4. Maintains budgets funded by reserves – cell development, equipment replacement, landfill gas collection system, landfill closure, capital improvements and emergency cash; reconciles all budgets in Tyler Munis ERP financial system via budget adjustment requests (BARs).
5. Follows Agency's purchasing policy and State of New Mexico's procurement rules; works closely with City of Santa Fe Purchasing Department.
6. Directs staff to ensure compliance and accuracy. Assigns and oversees workflow for Project Specialist.
7. Oversees the procurement of goods and services for the Agency's facilities – landfill and transfer station.
8. Prepares for and coordinates end-of-year audits with the City of Santa Fe and external auditors.
9. Verifies daily cash deposits collected from scale masters; acts as Agency's cashier for entering all deposits into the City of Santa Fe's Tyler Munis ERP financial system; prepares cash receipts and reconciliation reports monthly for the Agency's fiscal agent – City of Santa Fe.
10. Reconciles P-card reports; prepares monthly NMGRT reports via WasteWorks software program.
11. Establishes, monitors and maintains commercial customer accounts; verifies and reconciles balances for billing system and customer accounts; prepares end-of-month revenues reporting; identifies delinquent accounts and takes appropriate steps to obtain payments.
12. Reconciles payments received and prepares deposits; takes appropriate steps for NSF checks.
13. Processes accounts payable.
14. Coordinates financial record-keeping and reporting with City of Santa Fe as appropriate. Including general ledger and journal entries.
15. Maintains records for the sale of recyclable materials and rock (aggregates).
16. Prepares and submits payments for loans/bonds; submits reports for federal and state grants.
17. Maintains purchasing records for fuel and fluids; maintains records/manifests for disposal of hazardous waste and scrap tires.
18. Purchases fuel, office supplies, and cleaning supplies as needed.
19. Manages and reconciles fixed asset inventory with City of Santa Fe Purchasing Department; conducts once-a-year inventory by verifying location of all assets; keeps inventory on small tools and equipment.
20. Manages employees' sunshine fund from Agency's soda vending machines.
21. Assists with scale house operations as required.
22. Develops and maintains efficient record-keeping systems.
23. Coordinates and completes special projects as assigned.
24. Receives and responds to inquiries, concerns, complaints and requests for assistance regarding areas of responsibility.

- 25. Performs general administrative/clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving computer data, answering the telephone, assisting customers, etc.
- 26. Performs other duties as assigned and directed.

MINIMUM QUALIFICATIONS

Education/Experience: Requires a Bachelor’s degree in accounting, finance, business administration or a closely related field. A Master’s degree is a plus. One (1) year of relevant experience may be substituted for each year of required education. Experience substituted to meet the education requirements may not be used to meet the minimum number of required years of experience. A minimum of ten (10) years of overall relevant financial and accounting experience with five (5) years in the public sector is required. Proficient in Tyler Munis ERP Financial System is preferred. Knowledge of Waste Works software is preferred. Must be proficient with Microsoft Office (Word, Excel, PowerPoint), internet and email.

Certification/Licensure/Registrations: Must possess a valid New Mexico driver’s license.

Special Requirements: Must have a telephone in the residence or be available by an equally effective means of communication as approved by the Executive Director.

Knowledge/Skills/Abilities: Requires gathering, organizing, analyzing, examining or evaluating data or information and may prescribe action based on such data or information. Requires giving information, guidance or assistance to people to directly facilitate task accomplishment; may give directions or assignments to helpers or assistants. Requires handling or using machines, tools or equipment requiring brief instruction or experience, such as computers for data entry, fax machines, copiers, telephones or similar equipment; may service office machines, including adding paper and changing toner.

WORKING CONDITIONS: Requires sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a recurring basis or routine keyboard operations. The job may risk exposure to known environmental hazards. The job requires normal visual acuity and field of vision, hearing and speaking ability.

HOW TO APPLY

Submit a completed Santa Fe Solid Waste Management Agency application to the Human Resources Officer, SFSWMA, 149 Wildlife Way, Santa Fe, NM 87506-8342. Resumes will not be accepted in lieu of the SFSWMA application form.

A COPY OF YOUR DEGREE AND DRIVER’S LICENSE MUST BE ATTACHED TO EACH APPLICATION.

PRE-PLACEMENT PHYSICAL EXAMS AND DRUG TESTING ARE REQUIRED.

EEO/AA