

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

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www.sfswma.org

## Recruitment Announcement # 2023-03

**POSITION TITLE:** ACCOUNTANT  
**SALARY RANGE:** \$32.87 - \$52.62  
**FLSA/UNION STATUS:** Not Covered/Not Covered  
**POSITION STATUS:** Classified Full Time  
**PERIOD TO APPLY:** Open Until Filled  
**SUPERVISOR:** Executive Director  
**WORK LOCATION:** Caja del Rio Landfill

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**PURPOSE** This position coordinates and manages all Agency financial activities, ensures accurate financial records, prepares required financial reports, and performs other administrative and technical work as needed. This position works within broad policy and organizational guidelines and reports the progress of major activities to the Executive Director through periodic conferences and meetings.

### **JOB DUTIES AND RESPONSIBILITIES**

The Accountant:

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 the City of Santa Fe Purchasing Department.
6. Directs staff to ensure compliance and accuracy. Assigns and oversees the 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. Prepares monthly NMGRT reports via WasteWorks software program; reconciles P-card reports.
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. Prepares deposits and reconciles payments received; takes appropriate steps for NSF checks.
13. Processes accounts payable.
14. Coordinates financial record-keeping and reporting with the City of Santa Fe, including general ledger and journal entries.
15. Maintains sale records for 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. Manages and reconciles fixed asset inventory with the City of Santa Fe Purchasing Department; conducts once-a-year inventory by verifying the location of all assets; maintains a list of small tools and equipment.

19. Oversees employees' sunshine fund from Agency's soda vending machines.
20. Assists with scale house operations as required.
21. Develops and maintains efficient record-keeping systems.
22. Coordinates and completes special projects as assigned.
23. Receives and responds to inquiries, concerns, complaints, and requests for assistance regarding areas of responsibility.
24. 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.
25. Performs other duties as assigned.

**MINIMUM QUALIFICATIONS**

**Education/Experience:** Requires a Bachelor's degree in accounting, finance, business administration, or a related field. A Master's degree in accounting or a CPA is a plus. A minimum of ten (10) years of overall relevant financial and accounting experience with five (5) years in the public sector is required. One (1) year of relevant experience may be substituted for each year of required education. Proficient in Tyler Munis ERP Financial System is preferred. Knowledge of Waste Works software is preferred. Must be proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint).

**Certification/Licensure/Registrations:** Requires a valid New Mexico driver's license, or obtain within one (1) month of hire.

**Special Conditions:** Must maintain full vaccination status for COVID-19 as a condition of employment. Must pass a drug and alcohol screening prior to employment.

**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 facilitate task accomplishment. Requires handling or using machines, tools, or equipment requiring brief instruction or experience, such as proficiency in computers for data entry, fax machines, copiers, telephones, or similar equipment.

**WORKING CONDITIONS**

Requires sedentary work that involves walking or standing sometimes and exerting up to 10 pounds of force on a recurring basis or routine keyboard operations.

The job requires hearing and speaking ability and normal vision, including visual acuity, depth perception, peripheral vision, and color vision.

The job may risk exposure to known environmental hazards.

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**HOW TO APPLY**

Submit employment applications to:

Human Resources Officer  
 Santa Fe Solid Waste Management Agency  
 149 Wildlife Way  
 Santa Fe, NM 87506-8342

Resumes will be accepted in addition to the SFSWMA employment application. Proof of education, driver's license, endorsements, professional licenses and/or certifications must be attached to the application.

The Santa Fe Solid Waste Management Agency is an Equal Employment Opportunity/Affirmative Action employer and complies with the Americans with Disabilities Act.