

# SANTA FE SOLID WASTE MANAGEMENT AGENCY

149 Wildlife Way, Santa Fe, NM 87506

(505) 424-1850    [www.sfswma.org](http://www.sfswma.org)

## Recruitment Announcement # 2025-14

**POSITION TITLE:** ACCOUNTANT I  
**SALARY RANGE:** \$31.65 - \$50.65  
**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 is to perform general accounting, manage accounts receivable, prepare and analyze budgets, procure goods and services, generate reports, complete special projects, and perform other related work as assigned. The job works under the general direction of the Executive Director.

### **JOB DUTIES AND RESPONSIBILITIES**

The Accountant I:

1. Verifies daily cash deposits collected from scale masters; acts as the 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; takes appropriate steps for NSF checks.
2. Establishes, monitors, and maintains commercial customer accounts; verifies and reconciles balances for WasteWorks billing system and customer accounts; prepares end-of-month revenue reports; identifies delinquent accounts and takes appropriate steps to collect payments.
3. Monitors budgets developed for projects and administrative operating expenses; assists in reporting financial activity and performance statements relating to the progress of specific projects.
4. Prepares and assists in administering the annual budget; monitors expenditures and balances; prepares monthly budget reports.
5. Assist with monthly and fiscal year close-out procedures.
6. Assist in preparing for and coordinating end-of-year audits with the City of Santa Fe and external auditors.
7. Coordinates financial record-keeping and reporting with the City of Santa Fe as appropriate, including general ledger and journal entries.
8. Follows the Agency's purchasing policy and the State of New Mexico's procurement rules and regulations; works closely with the City of Santa Fe Purchasing Department.
9. Responsible for the procurement of goods and services.
10. Reconciles P-card reports.
11. Assists new and existing vendors with the City of Santa Fe's Munis Vendor Self-Service (VSS) web-based portal for accounts payable, purchasing, and contract management.
12. Prepares and assists with RFP/ITBs and contracts of various project types and scopes; processes approval documents, change orders, amendments, and close-out documents.
13. Works with the Material Recovery Facility (MRF), tracks bill of lading (BOLs), coordinates incoming and outgoing loads with the Scale House, and administers proper invoicing procedures for recyclable materials leaving BuRRT.
14. Maintains records for the sale of recyclable materials and aggregates.
15. Assists with purchasing office supplies, operating supplies, and cleaning supplies.
16. Assists with Scale House operations as needed.
17. Works independently with minimal supervision and/or with others, maintaining a professional attitude.
18. Maintains confidentiality.
19. Attends trainings, meetings, seminars, conferences, etc., as required to enhance job knowledge and skills.
20. Adheres to safety practices in office and outdoor work environments.

21. Performs general administrative and clerical work as required, including but not limited to preparing reports and correspondence, copying and filing documents, entering and retrieving data from computers, answering the telephones, assisting customers, etc.
22. Fosters excellent customer service.
23. Performs other duties as assigned.

### **MINIMUM QUALIFICATIONS**

**Education/Experience:** Requires a Bachelor's degree in accounting, business administration or similar. Three (3) years of overall relevant financial and accounting experience, preferably in government. Must be proficient with Microsoft Office (Word, Excel, Outlook, PowerPoint), internet and email. Proficiency in the Tyler Munis ERP financial system is preferred. Knowledge of WasteWorks software is desirable.

**Certification/Licensure/Registrations:** Must possess a valid New Mexico driver's license. Requires New Mexico Certified Procurement Officer (CPO) certification, or obtain within six (6) months of hire.

**Special Conditions:** 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 actions based on that data or information.

Requires giving information, guidance, or assistance to people to facilitate task accomplishment directly; may give directions or assignments to helpers or assistants.

Requires handling or using machines that require moderate instruction and experience, such as computers and software programs, such as word processing, spreadsheets, or custom applications.

### **WORKING CONDITIONS**

Requires light-to-medium work that involves walking or standing and also involves exerting between 20 and 50 pounds of force on a recurring basis, or considerable skill, adeptness and speed in the use of fingers, hands or limbs in tasks involving close tolerances or limits of accuracy.

The job requires normal visual acuity and field of vision, hearing and speaking ability.

The job may risk exposure to adverse weather conditions, heat, fumes, flammable vapors, noise and hazardous and/or infectious materials.

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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.