

**VILLAGE OF JEMEZ SPRINGS**  
**VILLAGE CLERK/FINANCE DIRECTOR**  
**Job Description**

The Clerk/Finance Director is a key administrative and financial management position for the Village of Jemez Springs. This diverse role is responsible for ensuring compliance with all legal and regulatory requirements while providing comprehensive administrative and financial management of the Village. This position combines the statutory duties of the Clerk and the Treasurer while also serving as the Village Human Resource Officer, Custodian of Official Records, and Chief Procurement Officer.

**Essential Functions:**

- **Record Keeping and Meeting Management:** The Clerk/Finance Director is the custodian of all official records of the Village, including minutes, ordinances, and resolutions approved by the governing body.
  - Attends all meetings of the governing body.
  - Records all proceedings, ordinances, and resolutions of the governing body.
  - Prepares agendas and minutes for the meetings.
  - Arranges for publication of official and legal notices.
  - Maintains various municipal records and documents.
  - Prepares certified copies of records as requested and notarizes public records.
  - Provides copies of municipal records to the public upon request (in accordance with the Inspection of Public Records Act).
- **Financial Management:** The Clerk/Finance Director is responsible for the financial management of the Village.
  - Serves as secretary to the Board of Finance and convenes meetings of the board when needed or requested.
  - Supervises the deposit, safekeeping, and investment of all public funds.
  - Keeps accounts and records in the manner prescribed by the governing body and state regulations.
  - Expends money only as directed by the governing body.
  - Reconciles bank accounts.
  - Submits monthly, or more often if required by the governing body, a report of receipts and expenditures of the Village.
  - Prepares monthly and at the close of the fiscal year, a financial report showing the receipts, expenditures and balances for each fund.
  - Files a copy of the financial report in the office of the Village Clerk/Finance Officer as a public document.

- Prepares and submits an annual budget to the governing body.
- Files annual budget and related budget adjustments to the New Mexico Department of Finance and Administration Local Government Division (DFA LGD) for review and approval
- Prepares and submits quarterly financial data to the DFA LGD via their Local Government Budget Management System (LGBMS).
- Works with external auditor approved by the governing body to submit annual fiscal audits to the Office of the State Auditor in a timely manner.
- Facilitates the annual Infrastructure Capital Improvement Plan (ICIP) submission to DFA LGD.
- Facilitates the annual submission of capital outlay requests authorized by the governing body.
- Manages all facets of the grants process to include, but not be limited to, application, compliance, pay and reimbursement requests, and quarterly status updates to the DFA LGD Capital Projects Management System (CPMS).
- Tracks monthly gross receipts tax (GRT) performance and payments of Sewer and Bath House GRT to the New Mexico Taxation and Revenue Department (NMTRD).
- **Election Administration:** Administers municipal elections according to state law.
- **Human Resources:** Supervises, plans, coordinates, and directs the activities of Human Resources to include, but not be limited to:
  - Compiles, maintains, and reviews all reports, daily work records, timecards, payroll information, work specifications, and appropriate personnel documentation as prescribed by law.
  - Serves as liaison between employees and benefit providers.
  - Files bi-weekly federal and state withholdings.
  - Processes quarterly 941 reports and annual W-2 filings.
- **Procurement:** Serves as the Chief Procurement Officer for the Village.
  - Maintains vendor records.
  - Ensures compliance with New Mexico Procurement Code.
  - Maintains and annually updates inventory of Village property and assets.
  - Submits annual 1099 reports.
- **Other Duties:** Performs other duties prescribed by law or by the governing body or by the mayor.

**Required Knowledge, Skills, and Abilities:**

- Thorough knowledge of New Mexico municipal government operations.
- Strong understanding of municipal finance, accounting, and budgeting principles.

- Knowledge of the New Mexico Procurement Code.
- Knowledge of human resource management principles and practices.
- Ability to interpret and apply state statutes, local ordinances, and regulations.
- Excellent record-keeping and organizational skills.
- Strong communication and interpersonal skills.
- Ability to manage multiple tasks and projects and meet strict deadlines.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Proficiency in using computers and related software.

**Education and Experience:**

- A degree in public administration, business administration, accounting, or a related field is preferred.
- Relevant experience in municipal government, finance, or a related area.

**Special Requirements:**

- Must obtain a Certified Municipal Clerk (CMC) designation from the Municipal Clerk's Institute within five years of hire.
- Must obtain a Certified Chief Procurement Officer designation within one year of hire.
- Must be commissioned as a Notary Public upon hire or qualify and be commissioned within one year of hire.
- Must take an oath of office to support the US and New Mexico constitutions and laws and to faithfully perform the duties of the office.

**Additional Considerations:**

- The Clerk/Finance Director should be familiar with the requirements of the Open Meetings Act.
- The Clerk/Finance Director is the custodian of public records and must comply with the Inspection of Public Records Act (IPRA).