

New Mexico Office of the Attorney General



Financial Specialist

Santa Fe, NM

[Full time]

Job Reference # 00052560

The New Mexico Office of the Attorney General, Financial Control Division an Equal Employment Opportunity (EEO) employer is seeking applicants for an “At Will” (not classified) Financial Specialist position. An “At Will” position means any state office job or position of employment which is exempt from the service and the Personnel Act,” Section 10- 9-4 NNMSA 1978, the employee serves at the pleasure of the New Mexico Attorney General. You will need to submit your resume using the specifically identified Job Reference ID number on the OAG website.

The Financial Specialist position is responsible for assisting with the day to day operations of the Financial Control Division while providing professional and efficient internal and external customer service. The Financial Control Division is responsible for approving, monitoring, and controlling the accounting methods and procedures necessary to ensure all financial transactions comply with state and federal laws and regulations.

The financial specialist will actively contribute to the accurate maintenance of the financial accounting records for the Office of the Attorney General. The financial specialist will also research, reconcile and provide accurate financial documents for a variety of requests, as well as assist with the annual external audit and federal reviews. The financial specialist will audit and process all travel requests, and maintain an internal travel log. The financial specialist shall obtain an understanding of and utilize agency procurement and gas/automotive cards

and maintain associated reconciliations. In addition, the financial specialist will assist with other financial control division duties as needed.

Experience with PeopleSoft (SHARE), the state's financials (FIN) system is preferred.

Salary is commensurate with experience. Resume and three professional references must be received at the Office of the Attorney General. This job advertisement will remain open until filled. Applicants selected for an interview must notify the Attorney General's Office of the need for a reasonable accommodation due to a Disability.

Please send resumes to: The Office of the Attorney General
 Attn: Theresa Storey, Financial Division Director
 E-mail: tstorey@nmag.gov