

New Mexico Office of the Attorney General



Special Projects Coordinator II

(Financial Manager)

Santa Fe, NM

[Full time]

Job Reference # 00001029

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 Manager 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 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.

This position will monitor, audit for appropriateness, and approve financial transactions to be submitted to the state’s Department of Finance and Administration (DFA). In addition, this position will reconcile the daily expenditure and revenue transactions to ensure that they are properly accounted for. The position will also play a role in monitoring agency fund balances and related transactions. This position will serve as the Agency’s purchase card administrator ensuring proper procurement is followed for all purchase card transactions, as well as completing the monthly purchase card audit with DFA

staff. This position will work collaboratively with the Chief Financial Officer (CFO), Financial Division Director, and Grant Manager to complete the annual external audit and annual federal reviews. This position will also provide assistance as needed with the budget process.

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