

Inviting Applications for Finance Director



**Eddy County, New Mexico
Government**



**EDDY
COUNTY
NEW MEXICO**

ABOUT THE COMMUNITY

Eddy County, New Mexico is home of the Carlsbad Cavern National Park. The county seat for Eddy County is Carlsbad, NM, which is the center of commerce within the County. The area boasts a variety of things to do and see, based on your interests [hiking, a water park, lakes, golf, sand dunes, events]. To learn more, please visit <https://www.carlsbadchamber.com/>.

In 1881, Charles B. Eddy (for whom the County was named for) came to the area, and with his brother, John, and partner, Amos Bissell, developed the Eddy-Bissell Cattle Company. In 1884 the Eddy brothers and Bissell broke ground on the Halagueno Ranch which encompassed an area from Seven Rivers to La Huerta (a suburb of Carlsbad). In 1887, Eddy built the Halagueno diversion ditch on the Pecos, 3 miles above the site of the Avalon Dam (which was completed in 1890) and incorporated the venture, calling it the Pecos Valley Land and Ditch Company. Eddy was looking to entice Europeans to settle the area. With the new Halagueno Ranch and the Pecos Valley Land and Ditch Company established, he sought funds from a Swiss bank to help attract them to the clean air and sunny climate.

1899, the town of Eddy decided to change the name to Carlsbad, after the famous European health resort, Karlsbad, Bohemia (now the Czech Republic), as both towns had identical, mineral rich, springs.

Oil was discovered in Eddy County in 1909, near the town of Dayton (8 miles south of Artesia). Another big oil strike happened in 1923 when Van Stratton Welch, Martin Yates, Jr., and Tom Flynn purchased three wells in the Pecos Valley near Artesia and southeastern New Mexico. One of the wells was said to be "gushing oil." Drilling commenced at a furious pace and by 1938, the area's oil production was valued at 32 million dollars annually.

Over the years since, Eddy County has continued to grow and flourish. It is now home to over 62,000 people, with more coming to visit and put down roots all the time. Eddy County is a beautiful and scenic place, rich with natural resources, the Pecos River, sprawling ranches, profitable businesses, and an abundance of wildlife. Be sure to pay Eddy County a visit on your next vacation and if you are lucky enough to live here, take advantage of all the county has to offer.

To learn about local resources (schools, library, municipalities, national parks and forest, economic development) available in the area, click here <http://www.co.eddy.nm.us/222/Area-Resources>

ABOUT the Department

Eddy County is a local government incorporated under the laws of the State of New Mexico. The Board of County Commissioners consists of a five-member governing body who function as a board of directors and policy makers.

The County Manager is appointed by the Commissioners and is charged with managing all of the day-to-day affairs of the organization. The Finance Director reports to the County Manager and is responsible for finances for the County.

Total County Expenditures: \$252 Million

Finance Department FTE: Seven

Mission Statement: The Eddy County Finance Department provides financial management and reporting services to the Board of County Commissioners, management, employees, residents, taxpayers and other members of the financial and economic community in an efficient, timely, professional and reliable manner.

Purpose: The finance department develops, manages, performs and oversees the financial operations for the County while complying with Federal, State and Local laws and regulations. This includes financial reporting, budgeting, purchasing, payroll, accounts payable and fixed assets.

ABOUT THE POSITION

The Eddy County Finance Director is responsible for carrying out financial policies and goals set by the Board of County Commissioners.

Essential Duties and Responsibilities Include:

- Monitors and compares the annual expense and revenue budget versus actuals, prepares resolutions for adjustments to the county budget in accordance with state law.
- Conducts periodic audits of various county programs, utility bills, and other areas that need periodic review to insure proper expenditures.
- Develops and coordinates policies for the uniform administration of various local, state and federal grant programs to include timely request for reimbursement, proper disposition of funds received and timely reporting to appropriate agencies.
- Responsible for fixed assets, purchasing (including RFPs and contracting), payables, payroll, debt management, and general ledger (chart of accounts) procedures and processing. Assures compliance with the Governmental Accounting Service Board (GASB) rules and the Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards.
- Prepares and organizes policies, systems, procedures and practices necessary to the successful operation of the financial systems, including appropriate internal controls.
- Provides regular financial reporting to the Commission as directed by the County Manager. Prepares and maintains long-range financial projections for the County Manager and Commission to use as decision-making tools.
- Recruits and replaces staff as needed while complying with HR requirements.

BENEFITS AND COMPENSATION

The hiring range for this position is **\$103,000 - \$126,000** with a very comprehensive benefits package. The actual wage will be based on the qualifications of the hired candidate.

Benefits include:

Medical, Dental, Vision, and Life Insurance;
Short Term Disability; EAP; Education Assistance;
Public Employees Retirement Association;
Deferred Compensation;
Annual Leave; and 120 paid holiday hours per year.



THE IDEAL CANDIDATE

The ideal candidate for the next Finance Director will be ready on day one to implement their knowledge in a manner to build upon the existing organization and structure within the department. The successful candidate will focus on providing solutions/options, based on good governance, for the elected offices, Board, County Manager, and Department Directors. The candidate will need specific knowledge of Generally Accepted Accounting Principles (GAAP), Governmental Accounting Standards (GASB), Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards, state procurement code and other related state and federal statutes and standards. In addition, the candidate will be a clear communicator who will keep the department on schedule to complete its required tasks. The candidate's communication needs to be firm while understanding, while taking the initiative to lead the department. Under the general direction of the County Manager, this position involves carrying out

financial policies and goals set by the Board of County Commissioners. Plans and administers the systems and processes for the accounting of revenue and expenditures by Eddy County. Duties and responsibilities include establishing and maintaining an accounting system and managing county funds and debts in accordance with Federal requirements, New Mexico State Statutes and DFA policies. The Finance Director role includes supervision of the budget, purchasing, accounting, billing, accounts payable, fixed asset, revenue, and payroll functions. The employee is responsible for internal audit functions and financial analysis of programs in accordance with New Mexico Department of Finance rules and statutes. The employee must exercise considerable independent judgment and initiative supervising assigned functional areas and in planning and directing the financial internal control system.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, or related field is required. It is preferred that the candidate will have a CGFM, CMA or CPA.
- Minimum of five (5) years of experience in finance or accounting, with at least three (3) of those years in a supervisory capacity, such as a division lead or department manager. The County will also recognize an equivalent combination of education and experience.
- Knowledge, and skills of accounting software and working knowledge of budgetary accounting and reporting systems, GAAFR, GAAP, and GASB is preferred.

CHALLENGES AND OPPORTUNITIES

The Finance Director will be expected to provide leadership to the following:

- In the short term- build and grow the Finance Department, establish internal (within the department and County leadership) and external (other local government leaders) relationships.
- Over the long term- complete the regulatory routine finance requirements for the County, implement forecasting methods that account for the local gas and oil market variability, and build upon the existing methods to keep the Board and the public informed on the County's financial status and future.
- The County Manager intends for the next Director to further implement government finance best practices and prepare the Department and County to prepare and submit their first CAFR.

HOW TO APPLY

Interested candidates must submit by email a cover letter, resume, at least five job related references (with email and phone numbers)

no later than August 3, 2023 to Joseph Jarvis,
Associate, Mercer Group Associates, at
joseph@tripjllc.com

Any questions please call 928-699-3485.

Interviews are expected to be conducted
in September 2023.



**EDDY
COUNTY
NEW MEXICO**



MERCER GROUP ASSOCIATES

Eddy County is an Equal Opportunity Employer. Qualified applicants are considered for positions without regard to age, color, disability, marital status, national origin, race, religion, sex, veteran status, or any other category protected by law. All applications are evaluated based on individual merit. Information must be complete so all applications may be given equitable consideration.