6515 A Hoochaneetsa Blvd. **TOWN OF** ***Dolly L. Kauley***

Cochiti Lake, NM 87083  **COCHITI LAKE** Town Administrator

Phone: (505) 465-2421 **New Mexico**

Fax: (505) 465-3009

admin@cochitilake.org

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JOB AVAILABLE – TOWN TREASURER

Job Title: Town Treasurer, part-time

Salary: Approximately $20 per hour, depending on experience. Benefits.

Hours: 30 hours per week – Monday - Thursday

Closing Date: Open until filled.

DUTIES:

The Town Treasurer manages the Town’s financial plans and policies, its accounting practices, the conduct of its relationships with financial institutions, outside agencies, financial issues with contractors, Cochiti Community Development Corporation (CCDC), the maintenance of the Town’s fiscal records and the preparation of financial reports. The position is authorized by Section 802 of the Town Charter.

1. Attends monthly Assembly meetings (unless excused) and presents Treasurer’s report. At least quarterly, the report shall include previous quarter’s profit and loss statements, explanations of revenues and payments, cash balances, investment performance, any unusual expenditure, and other significant financial issues. Attends additional meetings with Assembly, as required.

2. Maintains the Town’s system of accounts and enters all transactions in the current software.

3. Obtains tax data records in accordance with the Assembly’s directions. Assists in developing the Town tax rate. Prepares and mails tax invoices for the year. Assesses interest and penalties on delinquent taxes in accordance with pertinent Town Ordinances and Resolutions. Provides information to Town Administrator for the filing and release of tax liens with Sandoval County.

4. Reviews all incoming invoices, assigns proper account numbers, and pays bills from the appropriate bank accounts.

5. Files all reports demanded by the New Mexico Department of Finance and Administration on time (meeting State requirements).

6. Manages payroll data, prepares and issues paychecks, completes and submits

necessary forms such as W-2s and 1099s.

7. Coordinates with benefits coordinator, City of Albuquerque, to manage employee benefits.

8. Prepares written reports that reflect the Town’s financial position, in preparation of the Town’s annual budget, no later than April 1.

9. Assists as requested in the annual audit.

10. Maintains sufficient cash flow in all bank accounts to meet the Town’s financial obligations.

11. Develop and update written systems and procedures to implement policies of the Assembly and to maintain continuous Town operations when absent.

12. Supervise the annual physical inventory of all Town property, and maintain the schedule of fixed assets, such as property, for the annual audit.

13. Direct, in coordination with the Town Administrator, all capital improvement projects of the Town, maintain accurate records for such projects, and act as the contact person for contractors, professional consultants and other entities involved.

14. BUDGET: At least 60 days prior to the beginning of each fiscal year, prepare and present, in coordination with Town Administrator, proposed Annual Budget to the Assembly for approval by the end of the fiscal year in compliance with Section 1706 of the Town Charter.

Basic Requirements:

1. Must be at least 21 years of age

2. Verifiable accounting and bookkeeping background, either by education or

Experience or a combination thereof, or a background in fields related to financial administration.

3. Verifiable experience in operating computer systems and preparing documents using word processing, spreadsheet, database and presentation software.

TO APPLY:

Send resume with cover letter to Town Administrator, Town of Cochiti Lake, 6515 A Hoochaneetsa Blvd., Cochiti Lake, NM 87083 or online to admin@cochitilake.org. You may contact the Town Administrator at 505-465-2421, Monday – Thursday 9 – 3.