

<b>Job Title:</b>	<b>Grade:</b>	<b>Objectives Summary:</b>
Accountant/Auditor I	HH	Produces advanced and complex accounting services functioning as the key general ledger accountant for the agency. Involved with multiple funding sources, a large variety of accounts and development of reports describing the financial/budgetary condition of the agency or government entities reporting to the agency.
<b>Direct Reports To:</b>		<b>Indirect Reports To:</b>
Chief Financial Officer		District Defender Executive Management
<b>Internal Interactions:</b>		<b>External Interactions:</b>
All LOPD staff Temp employees		State Agencies Audit Firm Banks Vendors
<b>Authorities:</b>		<b>Location:</b>
New Mexico Administrative Code LOPD policies and procedures Collective Bargaining Agreement (CBA) Generally Accepted Accounting Principles (GAAP) Financial Accounting Standards Board (FASB)		Travel may be required.  Primary Location: Assigned office or designated work location
<b>Essential Functions:</b>		
<ul style="list-style-type: none"> <li>• Performs full general ledger accounting functions and activities.</li> <li>• Ensures accuracy of the Law Offices of the Public Defender's general ledger.</li> <li>• Prepares journal entries, budget journals, operating transfers, and other entries as necessary for appropriate tracking of fiscal activities.</li> <li>• Prepares biweekly, monthly and quarterly reconciliations for the general ledger, payroll, Public Employees Retirement Association (PERA)/State of New Mexico benefits, accounts receivables, deposits and petty cash.</li> <li>• Generates corresponding financial reporting from payroll and Human Resources system (SHARE) to provide to fiscal management.</li> <li>• Communicates with external entities such as audit firm, banks, state agencies, vendors regarding financial matters on behalf of the LOPD.</li> <li>• Develops, prepares and documents internal accounting, reconciliation and auditing procedures and processes for the Fiscal Department.</li> </ul>		

- Performs internal audits.
- Develops complex Excel spreadsheets for tracking and managing accounts.
- With direction from the CFO, may act as lead person for agency external audit.

**Other Duties:** Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

***Note: An employee with this classification may be required to perform duties of a lower classification without additional compensation. Employee will be required to show competence in lower level support staff classifications.***

#### **Competencies:**

- Problem Solving/Analysis
- Management of Time and Priority Setting
- Attention to detail
- Emotional stability
- Respectful and Professional
- Communication Proficiency
- Initiative
- Personal Effectiveness/Credibility
- Legal Acumen.
- Presentation Skills
- Technical Aptitude
- Organizational skills
- Work ethic
- Client Orientation
- Results Orientation
- Flexibility

#### **Minimum Qualifications:**

Bachelor's Degree in Accounting, Finance, Auditing or Business Administration and four (4) years directly related work experience in accounting auditing, finance and/or budgeting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling eight (8) years may substitute for the required education and experience.

#### **ADA Components:**

Seeing: Frequent	Reaching: Occasional
Standing: Occasional	Kneeling: Occasional
Walking: Occasional	Stooping Motions: Rarely
Talking: Frequent	Lifting: Occasional Floor to waist (files, boxes)
Driving: Rarely	Pulling: Occasional
Cognitive Thinking: Frequent	Interacting with others: Frequent

Hearing: Frequent	Communicating (oral, written, typing): Frequent
<b>Desired Education and Experience for Full Performance</b>	
Bachelor's Degree in Accounting, Finance, Auditing or Business Administration and eight (8) years directly related work experience in accounting auditing, finance and/or budgeting. Any combination of education from an accredited college or university in a related field and/or direct experience in this occupation totaling 12 years may substitute for the required education and experience.	
<b>FLSA Status:</b> Non-exempt	<b>Bargaining Unit:</b> This position is not covered by a collective bargaining agreement.
<b>Declaration:</b> Based upon my review of the qualifications and requirements for this position, I can perform these duties.	
<b>Employee Signature:</b>	<b>Date:</b>
<b>Manager/Supervisor Signature:</b>	<b>Date:</b>
<b>HR Representative Signature:</b>	<b>Date:</b>

Established: 8/27/2018