



DEPUTY FINANCE DIRECTOR

JOB DESCRIPTION

The New Mexico Self-Insurers' Fund is looking for a full-time Financial Specialist/Deputy Finance Director to support financial operations for the Fund, a municipal insurance pool administered by the New Mexico Municipal League. The Fund is seeking an individual with excellent accounting and fiscal analysis skills to support reporting, forecasting, invoicing, and other financial operations, supporting a budget of approximately \$30 million.

The Self-Insurers' Fund provides workers' compensation, general liability, and property insurance for municipalities and other political subdivisions. *For more information about the Self-Insurers' Fund and Municipal League, please visit www.nmml.org.*

Job Responsibilities

- Provides thorough financial analysis of organization's financial resources
- Analyzes current conditions of approved budgets and reviews financial statements
- Reconciles and maintains financial records
- Reviews and processes payments, invoices, refunds, and recoveries
- Produces high-quality reports for organization leadership and board of directors
- Implements improvements to fiscal management and financial controls
- Evaluates accounting systems and make recommendations for necessary changes to ensure accurate controls and reporting

Skills & Knowledge

- Knowledge of Generally Accepted Accounting Principles
- Excellent fiscal analysis and forecasting skills
- Knowledge of accounting software
- Knowledge of Excel and/or other analytical software tools
- Knowledge of general economic and accounting principles and practices
- Excellent attention to detail
- Strong written and verbal communication skills

Education & Experience

- Bachelor's degree required; Accounting or Finance degree preferred
- CPA license preferred
- At least five years of experience in a related role

Compensation

Salary range is \$80,000 to \$100,000, based on experience and qualifications. Compensation includes a comprehensive benefits package.

Other Information

Primary work location is the Self-Insurers' Fund Santa Fe office. The Fund has a hybrid work policy, with employees who meet performance expectations able to work from home up to two days per week, job duties allowing.

This position reports to the Finance Director.

How to Apply

To apply, please send a resume and brief cover letter via email to Dannette Burch, Finance Director (dburch@nmml.org).