

## Job Description

[◀ Previous Job](#)**Account & Auditor Advanced (DCA#4798)**[Next Job ▶](#)[Apply for Job](#)**Job ID** 119912**Full/Part Time** Full-Time**Location** Santa Fe**Regular/Tem...** Regular - PERM for State**Posting End Date****Job Posting Type** Continuous Job Opening**Agency** Department of Cultural Affairs**For more Job Requirements & Classification Description:**[☆ Add to Favorite Jobs](#)[✉ Email this Job](#)**Salary**

\$16.45 - \$28.63 Hourly

\$34,226 - \$59,553 Annually

This position is a Pay Band 65

**Purpose of Position**

THIS POSTING WILL BE USED TO CONDUCT ONGOING RECRUITMENT AND WILL REMAIN OPEN UNTIL POSITION HAS BEEN FILLED.

**Why does the job exist?**

Administers the NM State Library \$5 M budget, contracts, grants, accounts payable and revenue deposits.

**How does it get done?**

Oversight and administration of the library budget of \$5 M. Processes requisitions for external public library customers including 100 state grants in aid and 100 General Obligation Bonds. Processes requisitions for internal state library bureaus. Reviews 3 bid sheets for compliance. Reconciles budget monthly using the SHARE accounting system. Recommends and prepares Budget Adjustment Requests (BAR) for multiple funds. Processes Journal Entries as needed. Manages P-Card (credit card) and petty cash purchases and completes monthly reconciliations. Assists in the preparation of financial records for the yearly audit. Trains employees in completing In State Travel Expenditures (ISTE's) and other fiscal forms including memos for justifications. Reviews Out of State Travel requests for submission.

**Who are the customers?**

Multiple Bureaus of the NM State Library and Public Tribal Libraries statewide.  
Collaborates with the department's Administrative Services Division (ASD).

**Ideal Candidate**

Ability to operate independently with diverse procedures and standards.