



VILLAGE OF CUBA, NEW MEXICO

NOW ACCEPTING APPLICATIONS

CHIEF FINANCIAL OFFICER (CFO)

Regular Permanent Employee covered under Village Personnel Policy
Cuba, New Mexico | Salary Negotiable Based on Qualifications and Experience

ABOUT THE POSITION

The Village of Cuba is seeking a qualified, detail-oriented, and experienced Chief Financial Officer (CFO) to oversee municipal financial operations and strengthen financial accountability, internal controls, and fiscal management.

The CFO will play a critical role in ensuring the Village's financial practices are accurate, transparent, compliant with applicable laws and regulations, and aligned with the Village's long-term financial goals. The successful candidate will report directly to the Mayor, providing independent financial oversight, while working in close professional collaboration with the Village Clerk/Treasurer, Deputy Clerk, and administrative staff.

This position is an opportunity for a dedicated financial professional to help strengthen municipal operations, improve financial reporting, support audit compliance, and establish sustainable financial practices for the Village of Cuba.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The Chief Financial Officer will perform duties that may include, but are not limited to:

- Oversee and evaluate the Village's financial management systems, procedures, and internal controls, with direct authority to establish binding accounting procedures, documentation standards, and internal control policies across all Village operations.
- Assist with preparation, administration, monitoring, and reporting of the annual municipal budget in coordination with the Mayor and Governing Body.
- Monitor revenues, expenditures, cash flow, fund balances, and budget compliance.
- Prepare and review monthly, quarterly, and annual financial reports for the Mayor, Village Council, and Clerk/Treasurer.
- Ensure compliance with applicable New Mexico statutes (including NMSA Chapter 3 and Chapter 6, Article 6), Department of Finance and Administration (DFA-LGD) requirements, grant requirements, and governmental accounting standards.
- Coordinate with independent auditors and assist the Governing Body with annual audits, special audits, corrective action plans, and resolution of audit findings.
- Develop, implement, and maintain financial policies, procedures, and internal controls.
- Review financial transactions, reconciliations, account balances, and supporting documentation for accuracy and completeness.
- Assist with grant financial management, reimbursement requests, expenditure tracking, and financial reporting, focusing on financial drawdowns, fund accounting, and fiscal compliance, while project managers/engineers handle technical project reporting.
- Identify opportunities to improve efficiency, reduce unnecessary costs, and strengthen financial accountability.
- Support procurement, purchasing controls, financial forecasting, and long-term financial planning by verifying budget availability and statutory purchasing compliance under the NM Procurement Code.

- Provide financial analysis and recommendations to the Mayor, Village Council, and Clerk/Treasurer to support informed administrative and financial decisions.
- Work collaboratively with the Clerk/Treasurer, Deputy Clerk, and other personnel to ensure proper segregation of duties and effective financial oversight.
- Maintain accurate financial records and ensure appropriate documentation and audit trails are preserved.
- Perform other related duties as assigned by the Mayor and Village Council within the professional scope of municipal finance administration.

REPORTING STRUCTURE AND WORKING RELATIONSHIPS

The Chief Financial Officer reports directly to the Mayor. This independent reporting line ensures objective oversight over municipal accounting, audit compliance, and internal controls.

The CFO will work closely and collaboratively with the Clerk/Treasurer, Deputy Clerk, administrative and utility personnel, and other Village representatives to support the effective management of municipal finances.

The CFO's primary responsibility will be to provide specialized financial expertise, analysis, reporting, and oversight to strengthen the Village's financial operations. This includes supporting budget management, monitoring financial performance, improving internal controls, assisting with audit compliance, and implementing approved financial policies and procedures.

The CFO position works in coordination with the statutory responsibilities of the Village Clerk/Treasurer. While the Clerk/Treasurer retains statutory custodial duties regarding official public records and municipal warrants under NMSA Chapter 3, the CFO possesses technical and operational authority over all general ledger accounting systems, chart of accounts structures, audit schedules, and internal accounting controls. Directives issued by the CFO regarding accounting standards, transaction backup, receipting controls, or audit documentation are mandatory for clerical and administrative personnel and are not subject to administrative override.

The CFO shall perform all duties in accordance with applicable New Mexico law, Village ordinances, adopted policies, established procedures, and governing directives adopted by the Mayor and Village Council.

MINIMUM QUALIFICATIONS

- Bachelor's degree in accounting, finance, business administration, public administration, or a related field required (or a minimum of five (5) years of direct, progressively responsible governmental accounting experience in lieu of degree).
- Demonstrated experience in accounting, financial management, budgeting, auditing, or governmental finance.
- Knowledge of generally accepted accounting principles and governmental accounting practices.
- Experience with financial reporting, internal controls, reconciliations, and budget monitoring.
- Strong analytical, organizational, communication, and problem-solving skills.
- Ability to maintain confidentiality, exercise sound judgment, and manage sensitive financial information.
- Proficiency with accounting software, spreadsheets, and financial reporting systems.
- Equivalent combinations of education, training, and relevant professional experience may be considered.

PREFERRED QUALIFICATIONS

- Experience working for a municipality, local government, or other governmental entity.
- Knowledge of New Mexico municipal finance requirements and DFA reporting procedures.
- Experience with governmental audits, special audits, and corrective action plans.
- Experience with grant accounting, procurement controls, and governmental fund accounting.
- CPA, CGFM, or other relevant professional certification.

COMPENSATION AND BENEFITS

Compensation will be based on the successful candidate's education, qualifications, experience, and demonstrated ability to meet the needs of the Village.

Benefits and leave eligibility will be provided in accordance with applicable Village policies (including permanent employee classification, coverage under the Village of Cuba Personnel Policy, PERA retirement, NMRHCA retiree healthcare, and municipal medical benefits).

HOW TO APPLY

Interested applicants should submit a resume, cover letter, and relevant professional references to:

Village of Cuba
Attn: Office of the Mayor & Village Clerk
Cuba, New Mexico
Email: marlenaj@cubanm.gov

Please include "Chief Financial Officer Application" in the email subject line.

Applications will be accepted until the position is filled. The Village reserves the right to determine the most qualified candidate based on its needs and established hiring procedures.

EQUAL OPPORTUNITY EMPLOYER

The Village of Cuba is an equal opportunity employer and encourages qualified applicants to apply.

Join the Village of Cuba and help strengthen our financial future through accountability, transparency, and responsible stewardship of public funds.