



New Mexico

DIRECTOR OF FINANCIAL SERVICES

\$115,315 - \$172,972 DOQ

Plus Excellent Benefits

Apply by

March 23, 2025

First Review, Open Until Filled



THE COMMUNITY



Located in the high desert of central New Mexico, on the north border of Albuquerque, Rio Rancho is the third largest, and fastest-growing city in the state. Rio Rancho spans 104 square miles and is home to over 112,000 residents.

Sitting at an elevation of 5,290 feet, the City provides clear skies, magnificent views of the Sandia Mountain range, and a pleasant climate with over 300 days of sunshine annually.

Ranked #35 of the top 50 Best Places to Live for Families in the United States by Fortune.com in 2024, the city offers its residents affordable housing, excellent schools, and a low crime rate, making it an attractive destination for families, retirees, and professionals alike. Outdoor enthusiasts appreciate the city's proximity to recreational amenities, including hiking trails in the Sandia Mountains, opportunities for skiing, numerous cycling routes, and nearby parks such as Cabelos Park and Rio Rancho Sports Complex. For adventure seekers, the natural wonders of the Rio Grande River and the Petroglyph National Monument are just a short drive away.

Served by the Rio Rancho Public Schools, Rio Rancho has a strong reputation for its top-tier education system, which is known for academic excellence and innovation. The city is also home to the University of New Mexico Health Sciences Center and Central New Mexico Community College, providing higher education opportunities for students and residents alike.

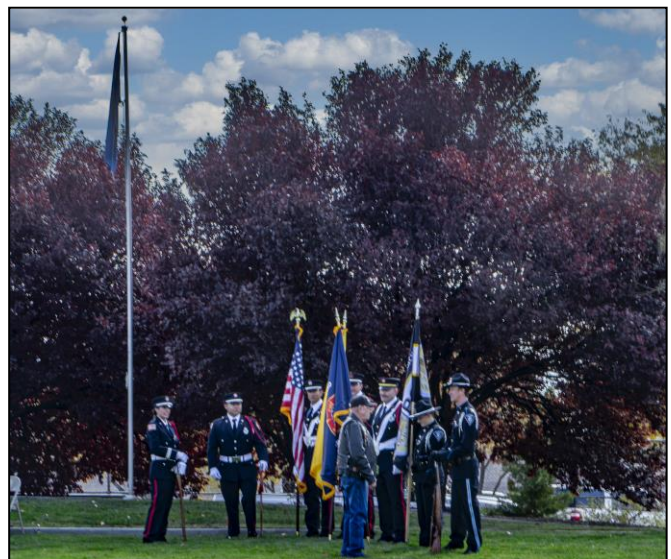
Cultural and community events are integral to Rio Rancho's identity, with celebrations such as the annual Rio Rancho Winterfest and the Mayor's Sunday is Funday bringing residents together. The city's vibrant arts and cultural scene is also showcased through public art displays, local galleries, and performances at the Rio Rancho Events Center.

Rio Rancho balances its growth with a strong commitment to sustainability, planning, and infrastructure improvements to ensure it remains a vibrant and welcoming community for generations to come.



THE CITY

The City of Rio Rancho operates under a City Council-City Manager form of government consisting of six district-elected council members and a full-time, at-large mayor. The City Manager oversees the City's daily operations and implements the Council's policies. The City operates with 793.86 authorized FTEs on a FY25 adopted budget of \$207.4 million with thirteen departments that include the City Manager's Office, City Attorney, City Clerk, Convention and Visitors Bureau, Development Services, Financial Services, Fire and Rescue, Human Resources, Information Technology, Library and Information Services, Municipal Court, Parks, Recreation, and Community Services, Police, Public Works, and Utilities. The City is proud to have a bond rating by Moody's Investor Service of Aa2. The City has also received the GFOA Distinguished Budget Presentation Award and the GFOA Certificate of Achievement for Excellence in Financial Reporting for the past 19 years.



THE DEPARTMENT & POSITION

The Financial Services Department is responsible for overseeing the financial and procurement operations of the City, ensuring fiscal sustainability and regulatory compliance. The department maintains accurate financial records and provides critical financial information in an effective and efficient manner. Procurement services play a key role in enforcing federal, state, and local procurement regulations to guarantee fair and transparent acquisition of goods and services. The department operates with 33.62 authorized FTEs and has a FY25 adopted budget of \$3.7 million. Financial Services is structured into five distinct divisions: Administration, Budget/Grants, Accounting, Purchasing, and the Motor Vehicle Division.



The Financial Services Department directs the financial operations of the City to ensure sustainability of current services and strategic expansion as needed. The department is responsible for the City's centralized financial functions, including budget, grants, capital planning, accounting, treasury, payroll, purchasing, contracts, and special districts. It plans, coordinates, and monitors the City's budget process and Infrastructure Capital Improvement Plan (ICIP), manages the City's cash flow and investments to maximize financial efficiency, and administers procurement services to secure goods and services while ensuring compliance with all relevant procurement regulations. The department also reviews, maintains, and manages City contracts, coordinates and oversees grant activity, and conducts billing and collection services to support City revenue streams.

To learn more about the department, please see the City of Rio Rancho's [Annual Comprehensive Financial Reports](#) and [Budget Reports](#).



Under the general direction of the City Manager, the Director of Financial Services is a member of the City of Rio Rancho's senior management team and is responsible for managing the City's financial operations including but not limited to: budget and ICIP development, accounting and auditing, debt management, investment of funds, purchasing, contracts, grants, payroll, and motor vehicle operations. The Director ensures quality customer service and fiscal accountability to the citizens of Rio Rancho through the integrity and validity of financial data and reporting, including compliance with all applicable regulations, by applying principles of public finance and accounting, and management. The Director will oversee and analyze policy, economic, and financial initiatives, provide various reports and presentations, and facilitate the efficient processing of Financial Services Department functions.

To view the position's full job description, please view the attachment found [here](#).



EDUCATION & EXPERIENCE

- A bachelor's degree in business or public administration, economics, accounting or a directly related discipline.
- Seven (7) years in public finance or accounting, budget preparation and administration, and investment management, with a minimum of three (3) years in a supervisory capacity. Any combination of education from an accredited college or university in a related field and/or direct experience totaling eleven (11) years (to include three (3) years supervisory) may substitute for the required education and experience.
- The ideal candidate will have a CPA, and have previous experience in a municipality, county, or government organization.



For more information on the City of Rio Rancho, please visit:

www.rrnm.gov

COMPENSATION & BENEFITS

- **\$115,315 - \$172,972 DOQ**
- Medical and dental coverage (City pays 80% of premium).
- Basic life insurance policy worth 2x annual salary (City pays 100% of premium).
- Long-term disability coverage (City pays 100% of premium).
- Additional elective benefits such as Vision coverage.
- Flexible spending account (FSA).
- Short-term disability.
- Supplemental life insurance coverage for self and family.
- Mandatory participation in the City's pension plan through the Public Employee's Retirement Association of New Mexico (PERA) with the City paying 75% of the employee's contribution.
- Voluntary enrollment in the City's supplemental 457 retirement plan.
- 25 accrued vacation days per year. 12 accrued sick days per year.
- 12 paid holidays per year.
- Negotiable upfront vacation pool and reasonable repaid relocation expenses.

Please visit www.rrnm.gov/benefits to learn more about the City's provided benefits.

The City of Rio Rancho is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **March 23, 2025** (first review, open until filled). Applications will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "**Open Recruitments**", select "**City of Rio Rancho, NM – Director of Financial Services**" and click "**Apply Online**," or click [here](#).



www.prothman.com

206.368.0050