



STATE OF NEW MEXICO
invites applications for the position of:

Financial Specialist- Advanced (DMA #42825)

SALARY: \$12.61 - \$21.95 Hourly
\$26,228.80 - \$45,656.00 Annually

JOB TYPE: Permanent Position
OPENING DATE: 08/08/16
CLOSING DATE: 08/13/16 11:59 PM
DEPARTMENT: Military Affairs
LOCATION: Santa Fe (City)

JOB DESCRIPTION:

IMPORTANT NOTICE:

Attached resumes will not be reviewed or considered. You are required to include your work experience in the Work Experience section of your application. If you have previously included work history on a resume you must transfer your work history into the Work Experience section prior to submitting your application. For more information please visit our website: [Employment with the State of New Mexico](#)

Purpose of Position:

This position processes payment vouchers to the Department of Finance and Administration (DFA) for all services, supplies, leases, maintenance and repair for over 50 facilities; processes payment vouchers to DFA for all employee travel reimbursements. Processes Automated Clearing House (ACH) and warrants for distribution to vendors. Compiles and submits 1099 report for SGLI tax reporting.

Standard business hours 7:00am - 3:30pm Monday through Friday

This position is a Pay Band 50.

CLASSIFICATION DESCRIPTION:

Financial Specialist All Other Advanced

MINIMUM QUALIFICATIONS:

High School Diploma or Equivalency and two (2) years experience in bookkeeping, accounting and/or finance.

Employment Requirements:

Must possess and maintain a valid New Mexico Driver's License.

Statutory Requirements:

N/A

SUPPLEMENTAL INFORMATION:

Benefits:

Do you know what Total Compensation is?

<http://www.spo.state.nm.us/total-compensation.aspx>

Working Conditions:

Work is performed in an office setting with exposure to Visual/Video Display Terminal (VDT) and extensive personal computer and phone usage. Some bending, standing and lifting up to 35 pounds. Some travel may be required. May be required to work nights and weekends during State Activated Emergencies, Must maintain a valid New Mexico driver's license. Must complete a defensive driving training course and obtain a defensive driving certificate within 30 days of employment.

Conditions of Employment:

Working Conditions for individual positions in this classification will vary based on each agency's utilization, essential functions, and the recruitment needs at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status:

Non-Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit:

This position is not covered by a collective bargaining agreement.

Agency Contact Information:

Terra Doss, (505) 474-1678 or email: terra.d.doss.nfg@mail.mil

Link to Agency:

<http://www.nm.ngb.army.mil/state/home/dma.htm>

Applicant Help/How to Apply:

http://www.spo.state.nm.us/State_Employment.aspx

[Facebook](#)

[LinkedIn](#)

APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.spo.state.nm.us>

2600 Cerrillos Road
Santa Fe, NM 87505

justin.najaka@state.nm.us

Job #2016-02885
FINANCIAL SPECIALIST-ADVANCED (DMA #42825)
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Financial Specialist-Advanced (DMA #42825) Supplemental Questionnaire

- * 1. Please indicate the highest level of education you have completed. If you have responded that you have an education higher than a high school diploma or GED, you must attach a copy of your official/unofficial transcript(s) that clearly state the type of degree and date awarded/conferred, institution name, applicant name and is in a format that cannot be

modified (edited). Your application WILL NOT be considered for further review if you have failed to provide this information.

- Eighth Grade
- Tenth Grade
- High School Diploma or GED
- Associates Degree or Technical/Vocational Certificate
- Bachelors
- Masters
- Juris Doctorate
- Ph.D. / PsyD / Ed.D. / M.D. / D.O. / Doctorate

- * 2. *How many years of experience do you have RELATED to the PURPOSE of this position? Please note that the purpose of this position is an extension of the minimum qualifications. Please review both the purpose of position and minimum qualifications before responding to this question. If you worked a part-time position (less than 40 hours a week) please be aware that your experience for this time period will be pro-rated. Additionally, if you have work experience that overlaps, you will only be credited for a maximum of 40 hours per week for that time period. Please note, that only related work experience will be considered.

- None
- 3 months of experience
- 6 months of experience
- 1 year of experience
- 2 years of experience
- 3 years of experience
- 4 years of experience
- 5 years of experience
- 6 years of experience
- 7 years of experience
- 8 years of experience
- 9 years of experience
- 10 years of experience

- * 3. Do you possess a valid Driver's License?

- Yes
- No
- Not Applicable

- * 4. X50770FMB Do you have SHARE Financial experience?

- yes
- no

- * 5. C20990-333 Do you have experience working in Accounts Payable?

- yes
- no

- * 6. Briefly describe when and how you obtained this experience. Please note if you answered "No" to the previous question, type "n/a" as your response to this question.

- * 7. C20990-333 Do you have experience reimbursing travelers in accordance with the State of New Mexico 95-1 Travel and Per Diem Act?

- Yes
- No

- * 8. C20990-333 Do you have Microsoft Excel spreadsheet experience?

- Yes
- No

- * 9. I understand that I must attach transcripts if I have certified that I have an education higher than a High School Diploma or GED, which include the date and type of degree awarded, institution name, applicant name and is in a format that cannot be modified (edited).

PLEASE NOTE: Attachments are NOT automatically attached to your application. You will need to select which documents to attach to each application. (The last 15 attachments uploaded are available for selection).

I understand that my response to the experience question will be confirmed. I have included my related work experience in the Work Experience Section of my application.

I understand that I must complete the Certificates and Licenses section of my application or attach proof of this license/certificate to my application if this position has a statutory requirement.

I understand that my application will not be further considered if I fail to provide this required information and documentation at the time my application is submitted.

- I understand

- * Required Question