



LEGISLATIVE EDUCATION STUDY COMMITTEE

FINANCIAL ASSISTANT JOB DESCRIPTION

Job Title: Financial Assistant

Reports to: Deputy Director

Closing Date: October 30, 2020

General Description: The **Legislative Education Study Committee (LESC)** is seeking a **Financial Assistant**. The Financial Assistant is responsible for the internal fiscal functions of LESL. This is an at-will, non-partisan position. Job may require in-state and overnight travel with limited out-of-state travel opportunities.

Prepares LESL budget request, operating budget, and manages operating budget throughout the year, including monthly reconciliations. Position will work with outside auditor annually to prepare all financials required for LESL's annual audit. Responsible for processing transactions in SHARE, including payroll, purchase orders, and all payables, including travel reimbursements for committee members and staff. Responsible for professional service contracts and contract administration. Maintain fixed assets inventory. Serve as LESL Records Liaison Officer with State Records Center for record retention. Provide routine support staff assistance. May require travel for committee meetings.

Duties and Responsibilities:

- Process new hires and employee terminations
- Process and input payroll and benefit information into SHARE
- Prepare new hire packets and conduct orientation
- Coordinate IT equipment, including managing IT inventory and account set up for new hires
- Responsible for development and administration of professional service contracts
- Develop budget recommendation
- Tracks and provides monthly report on operating budget
- Tracks LESL appropriation during the legislative session
- Other duties as assigned by Deputy Director

Desired Qualifications: High school diploma or successful completion of a high school equivalency credential and any combination of college education and/or experience in public or business administration in the fields of personnel, fiscal, property management, management analysis, information systems or a closely related field totaling five (5) years.

Knowledge of public and business administration and principles or organization desired. Must be able to work under pressure and meet tight deadlines in a fast-paced environment, work independently and well with others, balance multiple projects at once, prioritize workflow, and maintain high levels of accuracy under intense pressure. Must possess strong oral communication, writing and editing skills, and strong interpersonal skills, including the ability to work well with a team. Must perform technical, clerical, and statistical tasks accurately and rapidly, interpret state and federal policies; understand technical terms, words and phrases; compile information and write reports; and identify and define problems and make recommendations to resolve them. Should be able to establish and maintain effective working relationships with legislators, associates, and the public. Must handle confidential matters in a trustworthy manner.

The LESL is an equal opportunity employer. Staff appointments are made without regard to race, color, religion, sex, national origin, political affiliation, age, disability, or other non-merit factors and solely on the basis of fitness for the job.

Proficiency in Microsoft Office programs, including Word, Excel, and Outlook required. Experience using SHARE FIN and HCM preferred.

Overview of the Legislative Education Study Committee: <https://www.nmlegis.gov/Entity/LESC/Overview>

Application Procedures: Send a letter of interest and resumé to the Legislative Education Study Committee, ATTN: Vanessa K. Hawker, 325 Don Gaspar, Suite 200, Santa Fe, New Mexico, 87501, or an e-mail to: Vanessa.Hawker@nmlegis.gov. Interviews will begin prior to closing date.

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