



NEW MEXICO LEGISLATIVE FINANCE COMMITTEE

Chief Financial Officer

The **Legislative Finance Committee** is recruiting to fill the **Chief Financial Officer** position. The CFO manages agency fiscal affairs, prepares agency annual budget request and operating budget, conducts budget analysis and prepares monthly budget projections, prepares annual financial statements, and oversees purchasing and human resource functions. The CFO supervises the administrative team, oversees the production of the General Appropriation Act, and serves as the fiscal analyst for legislative agencies.

The LFC makes budgetary recommendations to the Legislature for funding state government, higher education and public schools in addition to its accountability and oversight role. Eight senators and eight representatives comprise the LFC, with political parties represented in proportion to membership in each house of the legislature. The LFC maintains a permanent staff of fiscal analysts responsible for developing state agency budget recommendations and conducting policy analysis and oversight; economists who participate in the state's revenue estimating process; and program evaluators who develop, lead, and conduct independent program evaluations and special research studies.

Desirable Qualifications

Excellent communication and management skills required. Bachelors degree from an accredited college or university plus any combination of professional experience in budget/fiscal analysis human resources, accounting or a closely related field totaling five (5) years. Supervisory and state agency experience preferred. Good knowledge of accounting principles, state and federal laws and regulations related to finances, human resources and purchasing required. Must have excellent organizational skills and be proficient in word processing, automated spreadsheets and accounting systems. Strong written and oral communication skills essential. Public speaking and presentations.

Compensation and Reporting Relationship

Work is under the Director of LFC. This position is exempt from civil service law and is non-partisan. Annual compensation will be negotiated based on experience and includes a comprehensive benefits package available to all state employees.

Application Procedure

Persons interested in the LFC positions should submit the following information:

- 1) letter of interest specifically addressing the qualifications described in this announcement;
- 2) current resume; and a
- 3) list of professional references.

Application packages should be sent via email or regular mail to:

Annamae Montoya
Legislative Finance Committee
325 Don Gaspar, Suite 101
Santa Fe, NM 87501
annamae.montoya@nmlegis.gov
Fax (505) 986-4545

Application Deadline: **May 26, 2025**

The LFC 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.