

JOB DESCRIPTION:	Executive Director of Accounting		
DEPARTMENT:	Accounting		
REPORT TO:	Vice President of Business Affairs		
EEO CLASSIFICATION:	First/Mid Officers & Managers	FLSA STATUS:	Exempt
CUPA HR CLASSIFICATION:	#161000	DATE APPROVED:	22-OCT-2021
		DATE MODIFIED:	09-JUN-2025

SUMMARY: Performs a variety of professional accounting functions to maintain the general ledger in accordance with established guidelines and reporting standards. Ensures compliance with Board of Regents' policies, University business policies and procedures, state and federal fiscal management laws and regulations, and generally accepted accounting standards.

DUTIES:

1. Oversees and coordinates financial operations to include Accounts Payable, Accounting, and Payroll. Develops an internal training program for subordinate employees to maintain efficient and effective services to the rest of campus.
2. Monitors University accounts including subsidiary and general ledger for all accounts to ensure adherence to all state, federal and agency requirements and regulations.
3. Manages all bond debt service entries, payments, and ensures the maintenance of appropriate reserves.
4. Coordinates month-end and year-end closing activities. Prepares reports and reviews audited financial statements; plans, directs, and oversees the external auditing activities.
5. Prepares and assists with presentations; prepares reports for external agencies including, but not limited to, IPEDS, HLC Ratios, NMHED Financial Certificate, and other ad-hoc internal and external reports for the Vice President of Business Affairs.
6. Monitors and adjusts the Net Investment in Plant to include the entries for fixed assets and depreciation schedules.
7. Assists in the preparation and review of the estimates for year-end revenue and expense budgets for all funds in the development of the budget. Assists in the preparation and review of the report of actual revenue and expenses for all funds due to the NMHED.
8. Identifies, submits, and follows through with system issues with the University's accounting
9. system by submitting action-line tickets.
10. Assists in the review of tax documentation submitted to the state and federal government such as W-2s and 1099s.
11. Designated as the final reviewer of Accounts Payable vouchers and ACH payments and Payroll.
12. Establishes departmental priorities, policies, procedures, and operating standards. Documents internal procedures.
13. Works cooperatively and in conjunction with departments to provide guidance, training, and assistance with University financial matters.
14. Provides a broad range of administrative and supervisory functions. Supervises assigned staff in accordance with WNMU personnel practices including recruitment, training, performance evaluation, guidance, etc. Participates in the process of ongoing personal and professional development. Maintains comprehensive communication among all contacts (internal and external). Models professional standards and ethics in accordance with WNMU philosophy.
15. Performs other duties as assigned.

REQUIREMENTS:

1. **Education /Background:** Bachelor's degree in an Accounting or Business-related field with 7 years full-time professional advanced management accounting, Associate's degree in an Accounting or Business-related field with 12 years of experience, or High School Diploma or GED plus 15 years in an Accounting field. Knowledge in Banner systems preferred. Bilingual (Spanish) preferred.
2. **Job Knowledge:** Must have solid demonstrated knowledge of accounting transactions, practices and procedures as well as related federal, state and local laws and regulations. Must be knowledgeable of University policies, procedures and regulations regarding accounting functions. Must be able to handle multiple deadlines and maintain accuracy. Must be sensitive to cultural differences within the University and community. Fluent in Microsoft Office Applications, accounting and banking techniques and systems. Knowledge of customer service principles, practices and techniques.
3. **Working Conditions/Physical Demands** (With or Without Accommodations): Normal office environment, may travel some within the community when needed. May be required to transport normal office equipment and materials. Ability to comprehend and work with a variety of information from various sources. Able to clearly communicate with a diverse population of individuals. Ability to compose correspondence and reports and remain in a sedentary position for prolonged periods of time. May be required to work additional hours or days depending on circumstances.
4. **Other requirements:**
 - a. Requires a valid driver's license.
 - b. Required to complete Defensive Driving Course within 6 months. (If applicable to the role)

This job description is not an exhaustive list of all responsibilities, skills, duties, requirements, effort, and/or working conditions associated with the position. Management reserves the right to revise the job or to require that other or different tasks be performed when circumstances change. In addition, this job description is not intended to create a contract of employment between the employee and Western New Mexico University, nor shall it be regarded as a promise to provide specific terms or conditions of employment.

I have read, understand and accept a copy of this job description.

Employee Signature

Date

Employee Name (Printed)