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***DEPUTY DIRECTOR OF SCHOOL BUDGET AND FINANCE ANALYSIS BUREAU, NMPED***

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***Description:***

The position compiles and administers the public school funding formula, manages oversight of school district and charter school finances, manages the Operating Budget approval process, represents the Director in his absence, supervises staff with similar oversight and approval functions and completes many other duties as assigned. The position is responsible for overseeing and updating various Bureau policies and procedures documents and training new Bureau and other Public Education Department (PED) staff, as well as other stakeholders, on various work steps and elements of education finance. The position requires a deep understanding of New Mexico education finance, PED oversight responsibilities, and accurate use and maintenance of the PED's Operating Budget Management System. The position is also responsible for updates, revisions and dissemination of the various Bureau forms related to the funding formula, quarterly financial reports and other Bureau data submission. Applicants should be well versed in interpretation, utilization and application of the Public School Code (NMSA Chapter 22), PED Administrative rules (NMAC Chapter 6) and the Public Education Department Public Accounting and Budgeting Manual, as well as federal reporting requirements and debt levy requirements for school districts in the state. The position also assists in the development and analysis of policy, statute and rule as they relate to public school finance and funding formula.

***Requirements:***

The ideal candidate will have: at least 6 years of non-profit or government financial experience, preferably in education finance; at least 3 years of Supervisory experience; and an advanced degree (Masters or higher), preferably in public administration, accounting, economics or accounting or similar degree. Required education or experience may be substituted. Interested applicants must apply through the New Mexico State Personnel Office's website at:  
[https://careers.share.state.nm.us/psc/hprdcg/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_SEARCH\\_FL.GBL?Page=HRS\\_APP\\_SCHJOB\\_FL&FOCUS=Applicant&](https://careers.share.state.nm.us/psc/hprdcg/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_SEARCH_FL.GBL?Page=HRS_APP_SCHJOB_FL&FOCUS=Applicant&)