



# Rio Arriba County

## **JOB DESCRIPTION VACANCY**

### **FINANCE IV**

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<b>DEPARTMENT:</b>	FINANCE
<b>PRIMARY LOCATION:</b>	TIERRA AMARILLA
<b>SALARY CLASSIFICATION:</b>	C-10 PER-SCHEDULE
<b>SALARY:</b>	\$21.91 TO \$27.56 HOURLY / \$45,572.80 TO \$57,324.80 ANNUAL
<b>POSITION STATUS:</b>	FULL-TIME
<b>FLSA CLASSIFICATION:</b>	NON-EXEMPT
<b>CLOSING DATE:</b>	<b>OPEN UNTIL FILLED</b>
<b>POSTING DATE:</b>	<b>14 NOVEMBER 2025</b>

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*The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by employees in this classification; only to provide a summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties. This is not an all-inclusive list of all responsibilities, duties, and skills required of personnel in this classification. Duties, responsibilities, and activities may change at any time with or without notice.*

#### **Primary Summary:**

Under the general supervision of the Finance Director or designee, the Finance IV – Payroll is responsible for processing employee payroll accurately and on schedule. This position performs a variety of complex and confidential payroll functions, including collecting and verifying timekeeping data, processing deductions and garnishments, preparing and issuing paychecks or direct deposits, maintaining payroll records, and ensuring compliance with all applicable federal, state, and county regulations.

The incumbent will also support related financial reporting, assist with quarterly and annual payroll tax filings, and provide exceptional customer service to employees regarding payroll inquiries.

#### **Duties and Responsibilities:**

- Collects and reconciles employee timesheets for accuracy and completeness.
- Obtains necessary supervisory and overtime approvals.
- Processes payroll transactions and ensures accurate input and output verification.
- Updates and maintains employee payroll records as needed.
- Posts annual and sick leave data in the payroll system and reconciles reports to timesheets.
- Processes and closes bi-weekly payrolls in accordance with established schedules.
- Issues paychecks and processes direct deposit payments.
- Processes payroll records for new hires, including W-4 and direct deposit information.



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- Prepares and maintains all federal and state payroll tax deposits and reports promptly.
- Assists in preparing quarterly and annual payroll tax filings for review by the Finance Director or designee.
- Processes garnishments, deductions, and adjustments in compliance with applicable laws and policies.
- Responds to employee payroll inquiries and resolves discrepancies promptly.
- Maintains confidentiality of payroll and personnel information at all times.
- Ensures compliance with county policies, procedures, and applicable labor and tax regulations.
- Contributes to a team-oriented environment and performs other duties as assigned.

#### **Minimum Qualifications:**

- High School Diploma or GED equivalent.
- Must have/obtain Payroll Certification within one (1) year of employment.
- Valid New Mexico Driver's License with an acceptable driving record.
- Successful completion of a thorough background investigation.
- Must not have been convicted of a felony.

#### **Recommended Qualifications:**

- Two (2) years of experience in payroll processing or related financial functions.
- Experience working in an office or governmental setting.
- Strong knowledge of payroll software and timekeeping systems.
- Valid New Mexico Driver's License with an acceptable driving record.
- Successful completion of a thorough background investigation.

#### **Knowledge, Skills, and Abilities:**

- Exceptional attention to detail, accuracy, and organization.
- Proficiency in Microsoft Office applications, particularly Excel, Word, and Outlook.
- Knowledge of payroll principles, practices, and applicable federal and state laws.
- Ability to maintain confidentiality and handle sensitive information discreetly.
- Strong written and verbal communication skills.
- Ability to perform data entry efficiently and accurately in the County's financial system.
- Excellent time management skills and the ability to meet strict deadlines.
- Strong analytical and problem-solving skills with sound judgment and decision-making ability.
- Ability to work both independently and collaboratively in a fast-paced environment.



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- Demonstrates professionalism, integrity, and a commitment to customer service excellence.

#### **Physical Demands:**

While performing the duties of this position, the employee is regularly required to sit, stand, walk, talk, and hear. Manual dexterity and visual acuity are required to operate computers and standard office equipment. The employee may occasionally lift or move up to 30 pounds; items exceeding 40 pounds shall be lifted by two or more staff members.

#### **Work Environment/Conditions:**

Work is performed primarily in a professional office environment with a moderate noise level. The position may require travel between the Tierra Amarilla and Española Annex offices. Extended hours, evening, holiday, or weekend work may be required during peak periods such as payroll processing or fiscal year-end activities. This position frequently involves prolonged computer and phone usage.

- Work is typically performed in a standard office environment with frequent computer and phone use.
- Position may require occasional overtime or extended hours during critical financial periods (e.g., budget deadlines, year-end closeout, audits).
- Duties require only limited supervision, and the employee is required to exercise some initiative in completing assignments.
- Employee may be exposed to lifting, climbing, carrying, staircases, stooping, and various hazards such as heights, driving, icy surfaces, dust, etc., when performing certain duties.
- Demonstrate regular and reliable attendance.
- Work well with others and participate fully in a team-oriented environment, and courteously and respectfully.
- Positive support of their department and all county organizations at all times.
- Maintain and enhance the county's commitment to customer service excellence.
- Work is performed in a professional office environment with a moderate noise level, and occasionally working under stressful conditions, possibly for extended periods of time.
- The employee may also need to go outside in all kinds of weather and travel to various locations.
- Evening, holiday, and weekend work outside of normal business hours may be required, as well as travel and attendance at meetings.
- The work surface is a normal concrete/asphalt and natural ground, and when indoors surface is carpeted, tiled, or concrete.

***The county position requires the following professional skills and abilities as key and necessary elements of performance. Employees are required to:***



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- Demonstrate regular and reliable attendance.
  - Work well with others and participate fully in a team-oriented environment.
  - Interface with other employees and customers courteously and respectfully.
  - Project positive support of their department and all county organizations at all times.
  - Maintain and enhance the county's commitment to customer service excellence

#### **Conditions of Employment:**

- Successful completion of a background investigation, pre-employment drug screening, and MVD check.
- Compliance with all County safety policies and HIPAA confidentiality requirements.
- Must possess or obtain a Defensive Driving Course Certificate from Rio Arriba County within thirty (30) days of hire as a condition of continued employment.

**Please send an email with your Letter of Interest,  
Resume and Job Application to:**

**[JobApplications@rio-arriba.org](mailto:JobApplications@rio-arriba.org)**

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***P.O. Box 127 \* Tierra Amarilla, New Mexico 87575 \* Phone (575) 588-7254 \* Fax (575) 588-7810***

***Espanola Annex \* 1122 Industrial Park Road \* Espanola, New Mexico 87532 \* Phone (505) 753-2992 \* Fax (505) 753-9397***

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