



NEW MEXICO PUBLIC SCHOOLS INSURANCE AUTHORITY

Office of Executive Director

410 Old Taos Highway
Santa Fe, New Mexico 87501
1-800-548-3724 or (505) 988-2736
(505) 983-8670 (fax)

BOARD OF DIRECTORS

- NM School Boards Association
- NM Superintendents Association
- Public Education Commission
- NM School Administrators
- NM National Education Association
- American Federation of Teachers N.M.
- Governor Appointees
- Educational Institutions at Large

Sammy J. Quintana, Esq.
Executive Director

Christy L. Edwards
Deputy Director

September 4, 2015

Dear Interested Party:

The New Mexico Public Schools Insurance Authority (NMPSIA) is now accepting letters of interest from individuals wishing to be considered for the position of NMPSIA Comptroller. The job description is attached. Information about NMPSIA can be found in Sections 22-29-1 through 22-29-12 NMSA 1978.

Each interested individual shall submit:

- A letter of interest
- A resume and/or CV
- Available start date; and
- A list of three to five references (not letters of recommendation)
- Response to supplemental questions

Submissions must be delivered no later than September 18, 2015 in a sealed envelope, marked "Confidential" to:

Sammy J. Quintana, Executive Director
NMPSIA
410 Old Taos Highway
Santa Fe, NM 87501

Please be advised that materials received in response to this solicitation are subject to the Inspection of Public Records Act (IPRA) and may therefore not be kept confidential.

The selection process may include an initial screening and one or more interviews. The finalist will be selected by a vote of the Evaluation Committee.

Thank you in advance for your interest and for your commitment to educational employee insurance in New Mexico.

Sincerely,

A handwritten signature in blue ink that reads "Sammy J. Quintana". The signature is written in a cursive, flowing style.

Sammy J. Quintana
Executive Director

PURPOSE – COMPTROLLER POSITION

The New Mexico Public Schools Insurance Authority (NMPSIA) is an independent state agency with an annual budget of approximately \$400 million for encompassing the Benefits Program, Risk Program and Program Support. The Comptroller position will be responsible for planning, directing, and coordinating all agency policies, procedures and activities relating to budgeting, accounting, and fiscal report management. The Comptroller must secure an independent public accountant (IPA) for the required annual financial audit, prepare auditable financial statements, maintain cash controls, oversee and manage reconciliation of data, and reconciliation of payrolls and financial reports. This position will also be responsible for formulating and executing broad policy in the fiscal area that affects both internal operations and participating entities. Work is performed in accordance with the Government Accounting Standards Board (GASB), statutory requirements, regulatory exigencies and broad policies as prescribed by the Authority Board which holds the Comptroller responsible for the effectiveness of agency fiscal programs. This position will also provide direct supervision of our fiscal staff.

EMPLOYMENT REQUIREMENTS

Must possess and maintain a valid NM Driver's License.

Knowledge of specialized computer hardware and software applications including Share and MIP.

Skill in reading, interpreting, understanding and applying accounting standards and procedures, applicable Federal rules and regulations, and NMPSIA policies and procedures.

WORKING CONDITIONS

Extended use of computers. Pressure to meet regular deadlines and pressure associated with public speaking and testifying before boards and legislative committees. Long hours at times such as during the legislative session. Occasional in-state travel.

SUPPLEMENTAL QUESTIONS

Do you have direct experience managing the entire budget process: development, preparation, implementation, monitoring, reconciliation, analysis and reporting for an organization or state agency?

Do you have experience developing and implementing a state agency budget in accordance with current legislative and Department of Finance and Administrative (DFA) policies and procedures?

Do you have experience presenting fiscal and audit findings and providing testimony before agency boards and/or committees and the Legislative Finance Committee?

Do you have at least ten years of professional experience in budgeting, accounting, auditing and/or finance?

Do you have at least two years' experience in supervising others?

Do you possess a Bachelor's Degree in Business with a major in Accounting or closely related field?

Are you a licensed professional CPA?

CONTACT

Sammy J. Quintana, Executive Director, NMPSIA 505 988-2736