

## Finance Manger Advertisement

Entranosa Water Association is currently looking for a Finance Manager position. This is a Full-Time, in-office position. The roles and responsibilities of a Finance Manager include but are not limited to the following:

- Accounts reconciliation, reconcile Billing data from our Billing Software into the Accounting Software. Be able to understand the Work Orders System, Inventory Tracking, Fixed Asset Schedule.
- Must have verifiable accounting experience in Accounting, A/P, A/R, Fixed Assets, Budget & Equipment Tracking.
- Be able to supply monthly, annual and quarterly financial reports. Prepare accurate monthly financial reports by collecting, analyzing, and summarizing account information. Present monthly financials to the Board of Directors at the regular meetings.
- Prepare Year-end Adjusting Entries, provide annual reports and details to our independent auditors.
- Successful candidate must have excellent computer skills, i.e. Outlook, Excel, Word and must be proficient in Accounting Software. Sage, QuickBooks, etc.
- Prepare monthly Gross Receipts and file monthly reports with the NM Department of Revenue. Prepare quarterly payroll reports.
- Minimum Requirements are bachelor's in accounting and 5+ years of direct related experience.
- Excellent benefits include Medical, Dental, Vision, HSA, paid vacation/sick leave 401-K retirement with employer 5% match. Salary range is \$75K-\$95K/year depending on experience.

Please submit cover letter and resume to [jcrider@entranosawater.com](mailto:jcrider@entranosawater.com). Entranosa is a Water Utility company serving residents and businesses in the East Mountains area. We currently have 3700+ connections, and we are the largest rural water association in New Mexico. Our goal is to provide safe, clean and reliable water to our residents.