

Elizabeth Jones

Education:

B.S.: Statistics, 2011 – University of New Mexico

Professional Experience:

Fiscal Manager (January 2023 – Present)

City of Albuquerque, General Services Department

- Oversee the Fiscal area of the General Services Department.
- Analyze expense trends throughout the department.
- Create and utilize different DSS pivot tables to analyze the department's financial data for General Fund, Enterprise Fund, Operating Fund and Internal Funds within the Department.
- Update and prepare monthly financial reports used by GSD to help managers better understand and manage their budget.
- Create/Update Policies and Procedures for Fiscal Workflows department wide.
- Complete journal entries and journal vouchers using Peoplesoft ERP software to transfer expenses/revenues from one accounting string to another within the City of Albuquerque.
- Complete Financial Impact Analysis forms for the department.
- Complete Quarterly Reconciliations for the City's Budget Office.
- Complete annual budget forms for the City's Budget Office.
- Project expenses, including but not limited to salary forecasting.
- Prepare and submit Accruals, AJE's and Encumbrances for the General Services Department.
- Utilize Transitory spreadsheet to see what invoices received by Accounts Payable have been posted and which are outstanding.
- Supervise 3 employees, including signing off on timesheets and completing their annual performance evaluation.

Fiscal Program Manager (August 2023 – December 2023)

City of Albuquerque, Solid Waste Department

- Analyze expense trends throughout the department.
- Create and utilize different DSS Pivot tables to analyze the department's financial data for general fund programs, grant fund programs and CIP funded programs.
- Update reporting tools used by Solid Waste department to help managers better understand and manage their budget.
- Utilize General Ledger DSS pivot tables to reconcile expenses.
- Complete journal entries and journal vouchers using Peoplesoft ERP software to transfer expenses/revenues from one accounting string to another within the City of Albuquerque.
- Project expenses, including but not limited to salary forecasting.
- Create and release payment on PO/PORs using the City of Albuquerque's ERP E-Procurement system. This includes but is not limited to utilizing the ERP system to track payments.
- Supervise 4 employees, including signing off on timesheets and completing their annual performance evaluation.

Fiscal Officer (December 2021 – August 2023)

City of Albuquerque, Community Safety Department

- Analyze expense trends throughout the department.
- Create and utilize different DSS pivot tables to analyze the department's financial data for general fund programs, grant fund programs and CIP funded programs.
- Update reporting tools used by ACS to help managers better understand and manage their budget.
- Utilize General Ledger DSS pivot tables to reconcile all expenses for 110 and 265 Operating Grant programs (invoices, internal billing, payroll etc.).
- Complete journal entries and journal vouchers using Peoplesoft ERP software to transfer

- expenses/revenues from one accounting string to another within the City of Albuquerque.
- Complete Financial Impact Analysis forms for the department.
- Complete Quarterly Reconciliations for the City's Budget Office.
- Complete annual budget forms for the City's Budget Office.
- Project expenses, including but not limited to salary forecasting.
- Create and release payment on PO/PORs using the City of Albuquerque's ERP E-Procurement system. This includes but is not limited to utilizing the ERP system to track payments.
- Prepare and submit Accruals, AJE's and Encumbrances for the ACS Department.
- Utilize Transitory spreadsheet to see what invoices received by Accounts Payable have been posted and which are outstanding.
- Supervise 1 accounting employee, including signing off on timesheets and completing their annual performance evaluation.

Management Analyst II (May 2020 – December 2021)

City of Albuquerque, Environmental Health Department

- Grant Management for Federal Air Quality Grants and Environmental Health grants.
- Enter Grant budgets and contracts into PeopleSoft.
- Create and utilize different DSS pivot tables to analyze the Department's financial data for general fund programs, special revenue fund programs, grant fund programs and CIP funded programs.
- Complete Federal Financial Reports, generate bills in PeopleSoft for Grant expenses and complete drawdowns in the Federal ASAP software.
- Analyze expense and revenue trends throughout the department.
- Utilize General Ledger DSS pivot tables to reconcile all expenses for Air Quality Grant Programs (invoices, internal billing, payroll etc.) and Environmental Health's CIP Programs.
- Utilize General Ledger DSS Pivot Tables to reconcile all revenue for general fund and special revenue fund revenues for Environmental Health Departments. Finalize Deposits in PeopleSoft for revenue received through Lockbox and POS iPayment System. Run reports from iPayment and lockbox to ensure that invoices posted correctly to EHD's Subsidiary AR system, Envision.
- Complete journal entries and journal vouchers using Peoplesoft ERP software to transfer expenses/revenues from one accounting string to another within the City of Albuquerque.
- Project employee salaries for the remaining hours in the current fiscal year.
- Create and release payment on PO/PORs using the City of Albuquerque's ERP E-Procurement system. This includes but is not limited to utilizing the ERP system to track payments.
- Update reporting tools used by Environmental Health managers to better understand their revenues and expenses as well as their budget.
- Present monthly financial reports using the department's internal financial sheets of all Air Quality Programs to Environmental Health Managers. The presentation contains an overview of the program's revenue, expenses, salary forecasts and fund balance.
- Maintain and update the Environmental Health departments SharePoint based Purchase Request System which is used to track expenditures made by the department.
- Prepare and submit Accruals, AJE's and Encumbrances for the Environmental Health Department.
- Utilize Environmental Health Transitory spreadsheet to see what invoices received by Accounts Payable have been posted and which are outstanding.
- Supervise 2 accounting employees, including signing off on timesheets and completing their annual performance evaluation.
- Track all vacant positions within the department.
- Utilize NeoGov software to advertise, qualify and hire candidates for vacant positions.
- Oversee all personnel actions within the Environmental Health Department.

Senior Financial Accountant (November 2019 – May 2020)

Bernalillo County

- Utilize SAP Software to Monitor the Finance Division's Budget.
- Prepare the Finance Division's Biennial Budget.
- Run different reports in SAP to export financial data to Excel for analysis.

- Monitor Library Bond expenditures.
- Analyze Bernalillo County Cash Flow.
- Calculate and verify Bernalillo County's Gross Receipts Tax monthly distribution posting in SAP.
- Post Debt Service Payments in SAP.
- Create Purchase Orders using SAP.
- Verify and approve Bond invoices.

Management Analyst II (November 2018 – November 2019)

City of Albuquerque, Environmental Health Department

- Manage Funding for Federal Air Quality Grants.
- Enter Grant budget into City's ERP PeopleSoft System.
- Complete Federal Financial Reports, Generate bills in PeopleSoft for Grant expenses and complete drawdowns in the Federal ASAP Software.
- Create and Utilize different DSS pivot tables to analyze department's financial data.
- Utilize General Ledger DSS pivot tables to reconcile all expenses for the department's Programs.
- Complete journal entries to transfer expenses/revenues from one accounting string to another.
- Project employee salaries for the remaining hours in the current fiscal year.
- Create and release payment on PO/PORs using the City's PeopleSoft System.
- Use Excel spreadsheets to track the department's budget.
- Prepare and Submit Accruals, Adjusted Journal Entries and Encumbrances for the department.
- Oversee all personnel actions within the department.
- Supervisor accounting staff.

Accountant II (January 2015 - November 2018)

City of Albuquerque, Environmental Health Department

- Reconcile revenue for Environmental Health's Air Quality Programs. The job requires the use of iNova software to track POS transactions, Remitview to track Bank deposits, the City's ERP general ledger and Environmental Health's Envision software. This includes entering daily deposits in the ERP system for all bank transactions.
- Reconcile the general ledger DSS pivot tables for all Air Quality Programs and all Environmental Health's General Fund programs to the department's internal Excel spreadsheets.
- Project expenses, including but not limited to salary forecasting.
- Present monthly financial reports using the Department's internal financial sheets of all programs to Environmental Health Managers. The presentation contains an overview of the program's revenue, expenses, salary forecasts and fund balance.
- Prepare journal entries using the City's ERP financial system.
- Prepare Requisitions for the Environmental Health Department.
- Receive and sort invoices for the Environmental Health Department using the department's Purchase Request System, and release payment on invoices using the City's ERP financial system.
- Use internal financial Excel spreadsheets to track outstanding invoices.
- Prepare encumbrances and accruals for the department.
- Prepare year end Journal Entries as well as all necessary AJEs.
- Generate invoices for Air Quality billing.
- Set employee schedules in Kronos and act as backup timekeeper for the department.

Accountant I (September 2013 – January 2015)

City of Albuquerque, Environmental Health Department

- Reconcile revenue for Environmental Health's Air Quality Programs. I utilize iNova software to track POS transactions, Remitview to track Bank deposits, the City's ERP general ledger and Environmental Health's Envision software. This includes entering daily deposits in the ERP system for all bank transactions.
- Reconcile the general ledger for all Air Quality Programs to the Department's internal Excel

- spreadsheets.
- Project expenses, including but not limited to salary forecasting.
- Present monthly financial reports using the department's internal financial sheets of all Air Quality Programs to Environmental Health Managers. The presentation contains an overview of the program's revenue, expenses, salary forecasts and fund balance.
- Prepare journal entries using the City's ERP financial system.
- Prepare Requisitions for the Environmental Health Department.
- Receive and sort invoices for the Environmental Health Department using the department's Purchase Request System, and release payment on invoices using the City's ERP financial system.
- Use internal financial Excel spreadsheets to track outstanding invoices.
- Prepare encumbrances and accruals for the department.
- Prepare year end Journal Entries as well as all necessary AJEs.
- Generate invoices for Air Quality billing.

Air Quality Control Board Liaison (August 2012 – September 2013)

City of Albuquerque, Environmental Health Department

- Receive and sort invoices for the Environmental Health Department using the Department's Purchase Request System, release payment on invoices using the City's ERP financial system.
- Maintain and update the department's Purchase Request System to help track expenditures made by the department.
- Utilize the department's internal financial sheets to track outstanding invoices.
- Prepare journal entries using the City's ERP financial system.
- Compile and enter payroll for the department.
- Prepare Requisitions for the Environmental Health Department.
- Hearing Clerk for Air Quality Control Board Hearings.
- Organize and maintain legal files for the Air Quality Control Board.

Senior Office Assistant (April 2012 – August 2012)

City of Albuquerque, Environmental Health Department

- Receive, sort and track payments received by the Environmental Health Department using Envision Connect software and internal department spreadsheets.
- Generate and send invoices to the vendors with Air Quality permits.
- Organize and tack annual billing sent out by Air Quality Programs.
- Collaborate with collections agencies to help track and receive payment on outstanding invoices.
- Compile and enter payroll for the department.
- Receive, maintain, organize, and file Air Quality Documents.
- Complete Environmental Health Department's record requests.
- Manage electronic documentation of Air Quality permit files.
- Utilize customer service skills to help Environmental Health customers.

Student Supervisor (June 2006 – April 2012)

City of Albuquerque, Parks & Recreation Department

- Receive and process invoices for the Outdoor Recreation Section.
- Develop and maintain spreadsheets used to track deposits and expenditures made by the Outdoor Recreation Section.
- Review grant proposals.
- Review contracts.
- Prepare and compile Outdoor Recreation's timesheets.
- Develop and maintain spreadsheets used to calculate and track performance plan measurements.
- Develop and maintain spreadsheets used to track the amount of employee wages being spent by Outdoor Recreation.
- Schedule events for the public in the Outdoor Recreation calendar.
- Supervise Outdoor Recreation events.

- Develop summer training programs for all new and returning Outdoor Recreation employees.
- Interview and make recommendations for new student employees and contractors.
- Supervise Outdoor Recreation student employees.