

Town of Bernalillo Department Spotlight: Finance Department

The Town of Bernalillo Finance Department's goal is to organize, manage, maintain, and implement financial policy and procedures to ensure support for all Town of Bernalillo departments and the community of Bernalillo. We maintain all governmental and proprietary funds. These funds are managed by the Treasurer & Finance Director, who coordinates and oversees the Deputy Finance Director, the Capital Outlay Coordinator, the Accounts Receivable Supervisor, the Payroll Clerk, the Accounts Payable Clerk, and two Utility Billing Clerks. The following information provides a little insight in to how these offices serve our community.

Deputy Finance Director

The Deputy Finance Director, under the supervision of the Finance Director, is responsible for overseeing the various aspects of the Town of Bernalillo's financial processes. This includes oversight of the capital projects coordinator, the payroll and benefits department, the accounts payable department, and the utility billing department. It is also the job of the Deputy Finance Director to reconcile bank statements to ensure accurate revenue and expenditures, assist with the creation and implementation of the town's annual budget, and ensure that the General Accepted Accounting Principles, Financial Accounting Standards Board, and Governmental Accounting Standards Principles are properly followed.

Capital Project Coordinator

The Capital Projects Coordinator is responsible for organizing, monitoring, managing, and maintaining capital projects for the Town of Bernalillo. The scope of work includes coordinating grant agreements and contracts, budgets, calendar of projects, bid documents, notice of awards, notice to proceeds, change orders, projects funds, and revenue and expenditures. The Capital Projects Coordinator collaborates and communicates with department directors and participates in on-site inspections and interviews.

Payroll and Benefits

The Payroll Department consists of the Payroll and Benefits clerk, who processes payroll and manages benefits for all Town of Bernalillo Staff. They stay up to date on benefits changes and then attend various benefits and wellness events to keep town staff apprised of the most current benefits information. The Payroll and

Benefits Clerk is responsible for verifying employee benefits, and they are the primary liaison for questions between town staff and the various benefits the town offers.

Accounts Payable

The Accounts Payable Department consists of the Accounts Payable Clerk who processes the various payables for the Town of Bernalillo. They process payments to vendors who provide the town goods and services, and they process refunds for utility accounts, park rental accounts, and event rentals. The Accounts Payable Clerk is responsible for managing 1099's, vendor accounts, monitoring department purchase orders, and ensuring payments are created in a timely manner.

Utility Billing

The Utility Billing Department staff consist of the Accounts Receivable Supervisor and two Utility Billing Clerks who maintain and manage the water, wastewater, and solid waste services billing and customer service for the Town of Bernalillo. They work closely with the Public Works Utility field crew and Roadrunner Solid Waste in order to communicate and coordinate customer requests and concerns that include public leaks, water pressure, garbage/recycling pickup scheduling, etc. They also handle new accounts and disconnect and connection services.

The Utility Billing customer service office offers in-person and phone payment, information on new accounts, account inquiries, and support for our residents and local businesses. Office hours are Monday–Friday, 8:00am – 4:30pm. The billing office coordinates with other departments for payments and receipts for park rentals, building rentals, planning and zoning fees, code enforcement fees, library fees, police fees, campground fees, recreational fees, and public works fees.

The Town of Bernalillo accepts traditional mail payments, but we also provide online payment options that include text-messaging payment options and Interactive Voice Response (IVR) phone system payments at the following phone number: 1-866-367-4984. More information regarding forms, payments, fees, and guidance to assist in setting up and maintaining online payment accounts is available to our utility customers via the following link: https://www.tobnm.gov/government/town_treasurer/index.php

Early Voting for the Middle Rio Grande Conservancy District

Monday, September 18, to Saturday, September 30, 2023

The Middle Rio Grande Conservancy District (MRGCD) operates, maintains, and manages irrigation, drainage, and river flood control in the middle valley. It also works in cooperation with other local, state, and federal agencies to protect the environment, wildlife, and endangered species. Early voting to elect MRGCD Board members will take place upstairs in the Martha Liebert Public Library: 124 Calle Malinche, Bernalillo, NM 87004.

Need to assistance from **Animal Control**? Please call (505) 891-7226

PNM Billing Assistance Options

New PNM Summer Heat Bill Help Fund

PNM Resources, a parent company of PNM, has allocated a quarter million dollars to the new PNM Summer Heat Bill Help Fund to assist low-to-moderate income-qualified customers with \$150 on their electric bill. This flexible program allows PNM to help more income-verified customers struggling to pay their bills. Customers can apply for assistance through September 30 at PNM.com/Help.



PNM has Expanded the PNM Good Neighbor Fund

PNM Resources has also added an additional quarter million dollars to the Good Neighbor Fund, and they will match contributions made by PNM customers to offer even more assistance to those who need it. Customers can apply for bill assistance now at PNM.com/Help.

Need help but don't qualify for the programs above? PNM wants customers to know that there are payment arrangement options for everyone.

Budget Billing: Budget Billing gives you more predictable energy bills by balancing seasonal highs and lows, taking the guesswork out of your monthly bill. Once signed up, you'll pay a similar amount each month – making budgeting and planning easier.

More Time to Pay: PNM understands that sometimes customers just need a little more time to pay their bills. Contact us for a payment extension at PNM.com/more-time-to-pay.

Help Your Family, Friends, and Neighbors. If you have the financial means, please consider giving a neighbor a **PNM Gift of Power** where you can direct funds toward a specific bill or contribute to the **PNM Good Neighbor Fund**. Go to PNM.com/Help today to find out more.

Town of Bernalillo's Annual

SCHOOL SUPPLY DRIVE

Accepting school supply donations for the young students of Bernalillo. Supplies are given to students at La Escuelita, Carroll Elementary, and Bernalillo Elementary.

Drop off supplies at Town Hall.

ITEMS NEEDED: BACKPACKS

SEPTEMBER CALENDAR

- 4th** - Town Offices Closed in observance of Labor Day
- 5th** - Planning & Zoning Commission Meeting - Town Hall 6:30pm
- 11th** - Town Council Meeting - Town Hall 6:30pm
- 25th** - Town Council Meeting - Town Hall 6:30pm

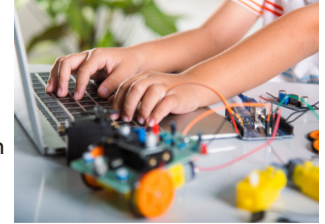
Meeting Information can be found on the Town Website: townofbernalillo.org

Martha Liebert Public Library

124 Calle Malinche (505) 867-1440
Monday-Friday 9:30-5:30 Saturday 9:30-12:30

Be Greater Than Average Wednesday, September 28, at 3 pm

Come together and join us as the "Be Greater Than Average" group teaches a kid friendly STEM program that's all about Routers, Fractals, and more! Kids ages 5-18 can come in and learn hands-on how to build routers, play with fractals, and even create their own. "Be Greater Than Average" has been teaching kids STEM for over 36 years in New Mexico and continues to build young learners into leaders.



Thank You to Children and Parents for a Great Summer Reading Program 2023



The Martha Liebert Public Library would like to thank all the many children and parents who participated in this year's Children's Summer Reading Program sponsored by the Town of Bernalillo and the Friends of Libraries and Literacy. 127 children signed up for the program at the Kickoff Party with more and more registrants submitting reading logs for

the various prize drawings as the summer progressed. Everyone had fun at the annual Sendoff Party with families going from room to room for face painting, hot dogs and snacks, and, of course, the Tall Paul Magic show that had children laughing and screaming the magic words: "I love to read!"

FREE English as a Second Language Instruction Flexible Scheduling

In partnership with ReadWest, the Library provides free English language instruction in the library. If you would like to speak English fluently or know someone who would like to learn, our volunteer instructors are here to help you both one-on-one and in a class setting. Free program. Register by calling Roberto at (505) 280-0218.

Let's Learn Spanish with Conrad Torres! Thursdays, 3:30 pm to 4:30 pm

Conrad Torres is a long-time, professional Spanish instructor who will have you speaking Spanish phrases immediately and eventually lead you on to fluency. An expert in our traditional New Mexico Spanish, Mr. Torres can help you understand the local language and appreciate its cultural context. **Free program. No registration required.**

YOUTH BASKETBALL PROGRAM REGISTRATION

REGISTRATION IS SEPTEMBER 25 - OCTOBER 6

- Boys and Girls ages 5-13
- Participants must be 5-years old by Oct. 1, 2023
- Children turning 14 before Jan. 1, 2024 are not eligible
- \$60.00 per participant (due at registration)
- 10 game regular season
- Games and practices take place at the Town of Bernalillo Recreation Center or BPS facilities

Divisions

- Peewee: Ages 5-6
- Junior: Ages 7-8
- Minor: 9-10
- Senior: 11-13

Volunteer Coaches: If you are interested in supporting the BYBP as a volunteer coach, please check with staff during registration to fill out a form.