



Position Title: **Budget Analyst**

Agency: New Mexico State Investment Council (NMSIC)

Location: Santa Fe, NM

Employment Type: Full-Time, Exempt

Salary Range: \$80,000 – \$110,000 (commensurate with experience)

To Apply:

Email a cover letter and resume to Kevin Dominguez, HR Manager at Jobs@sic.nm.gov

About Us

The New Mexico State Investment Council (NMSIC) is the second-largest sovereign wealth fund organization in the U.S. by total assets under management, operating with a collaborative team of about 30 professionals.

Our mission is to generate the highest risk-adjusted returns for the state and our beneficiaries. NMSIC provides more than one-quarter of all funding for K–12 education and over half of all early childhood program funding in New Mexico. By 2039, state economists project NMSIC will become the single largest source of revenue for the state.

We are committed to making strategic investments within New Mexico to achieve strong financial returns and meaningful economic impact. Our team is passionate about uplifting the lives of New Mexico residents through thoughtful, long-term investment.

Position Overview

The Budget Analyst will support financial planning, reporting, and operations for NMSIC. This role is critical in managing the agency-level budget, evaluating resource allocation, and ensuring financial accountability.

Working closely with leadership, investment teams, and administrative staff, the Budget Analyst will lead efforts in forecasting, monitoring expenditures, and preparing reports for internal use, legislative review, and oversight bodies.

This position is ideal for professionals with a background in finance, accounting, or public



budgeting who wants to make a meaningful contribution to a mission-driven public investment organization.

Primary Responsibilities

- Prepare, analyze, and monitor the agency's annual operating budget and multiyear financial plans
- Track expenditures and assist in forecasting to ensure alignment with approved allocations
- Prepare internal and external budget reports, including variance analysis and cash flow projections
- Collaborate with leadership on financial planning and scenario modeling
- Support financial audits and reporting to legislative and oversight agencies
- Maintain and enhance internal budget tracking tools
- Assist with contract and procurement tracking
- Support payroll and benefit cost projections for HR budget planning
- Participate in cost-benefit analyses and evaluate budget implications of policy changes
- Ensure compliance with state and agency financial policies
- Perform other duties and contribute to special projects as assigned

Minimum Qualifications

- Bachelor's degree in accounting, Finance, Business Administration, Public Administration, or related field
- Strong quantitative and analytical skills with high attention to detail
- Proficiency in Microsoft Excel and other Microsoft Office applications
- Ability to present complex financial information clearly and concisely
- Excellent organizational and time management skills
- Strong interpersonal and written communication skills
- Ability to work independently and collaboratively
- Experience handling confidential information with discretion



Preferred Attributes

- Experience in public budgeting, financial reporting, or accounting
- Familiarity with state government budget processes
- Understanding of fund accounting and government financial principles
- Experience with ERP tools or budget software

- Certifications such as CPA, CGFM, or progression toward credentials
- Adaptability in a mission-driven, fast-paced environment
- Professionalism and commitment to high ethical standards
- Alignment with NMSIC's mission

What We Offer

- Competitive salary and robust benefits package
- Paid holidays, generous PTO, healthcare options, EAP access
- Participation in the New Mexico Public Employees Retirement Association (PERA) plan
- Professional development and career advancement opportunities
- A unique chance to contribute to New Mexico's financial future and make a lasting impact

Equal Employment Opportunity

NMSIC is an equal opportunity employer committed to creating a diverse and inclusive workplace. We encourage applications from all qualified individuals regardless of race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or any other characteristic protected by law.