City of Las Vegas
Career Opportunity

Applications are being accepted for a full time **Accountant Supervisor** for the City of Las Vegas Utilities Department.

Entry Level: Per Pay Plan – $16.53

Nature of Job: Under general direction, supervises and performs specialized and complex professional accounting for the City's Utilities Division involving accounting, cost accounting, project accounting, budgeting, cash receipts and special studies related to these operations; and to perform related work as required. This position is supervisory in nature and provides leadership and accountability to other administrative staff within the utilities department. Prepares, monitors, amends, and reports on Utility budget and expenditures. Assists in the presenting of Utilities Division budgets. Prepares financial reports and monitors capital improvement projects budgets. Develops state and federal grant financial reports based on grant requirements. Conducts audits of funds or accounts and assists the auditors conducting audits of programs and financial records. Facilitates preparation for Request for Bids, Request for Proposals, and Contracts. Assists communicating and resolving discrepancies in utility administrative and Utilities Division revenues, expenditure, accounts receivable accounts payable. Conducts rate studies and the determination of service charges and rate changes. Assists with and communicates regularly with city finance director in the posting/monitoring of revenues and expenditure, accounts receivable accounts payable, interest, or other related entries. Develops computer programs for the purposes or providing informative reports and analyzes for the purpose of informing utility staff. Coordinates with the finance director and utility to develop responses to audit findings and implement corrective actions. Supervises utility administrative staff to ensure professional, accurate, and reliable performance of all subordinates within utilities administration. (A detailed job description is available at the Human Resource Office.)

Qualifications: Any combination of training, education and experience which demonstrates ability to perform the duties of the position. The typical qualifying entrance background is a bachelor degree in accounting, finance or closely related field and three years of municipal experience in accounting, utility rates, budgeting or financial administration, and preferably utility accounting background at the administrative level. Prefer NM CPA licensure. Must have three (3) years experience in governmental accounting and budgeting, preferably in the utility area. Familiar with accounting practices set forth in G.A.F.F.R.; Knowledge of P.C.'S, knowledge in the application of accounting principles to accounting transactions. Knowledge of the state of New Mexico procurement policies and regulations.

Posted: General Public: September 9, 2015 thru September 16, 2015

General Public: Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

Reviewed and approved for publishing by:

Elmer J. Martinez, City Manager

Human Resource Manager