



## **JOB ANNOUNCEMENT**

### ***General Public***

**OPEN DATE: May 9, 2022**

**CLOSE DATE: Until Filled**

**JOB TITLE:** Finance Director

**PAY RANGE:** Salary to commensurate with education and experience

**DEPARTMENT:** Finance

**SUMMARY:** The Director of Finance reports to the City Manager and leads a team of professional staff. The Finance Director is a professional position which involves various types of governmental accounting functions related to municipal budgeting, municipal financial reporting and municipal financial planning. The Finance Director provides direction and management of the Finance Department to include payroll, budgeting, purchasing, accounts payable and managing the annual audit. The Director will also oversee the Information Technology Department.

#### **DUTIES AND RESPONSIBILITIES:**

- Works with the City Manager in the preparation and administration of the annual budget.
- Attends budget committee meetings.
- Reviews budget requests for accuracy and completeness.
- Consults with department heads regarding their operating budget.
- Advises City Manager on financial matters concerning the day-to-day operation of the City
- Provides recommendations to the City Manager on strategic direction of fiscal policies that will maintain and enhance the financial health of the City.
- Prepares and presents data to City Manager, Directors, Mayor and Council.
- Attends city council meetings, committee meetings, trainings and seminars as required.
- Responsible for overall supervision and direction of staff in the Finance Department to include purchasing, receiving, fixed assets, payroll, accounts payable, and accounts receivable.
- Responsible for overall supervision and direction of staff in the IT Department.
- Directs the financial operations of the City by an established central accounting system within commonly accepted governmental accounting principles.
- Prepares financial statements and cost reports at regular intervals.
- Performs budgetary accounting and general ledger preparation and maintenance; provides information and assistance to the City Manager, staff, and elected officials regarding financial reporting and budgeting.
- Assists the auditors during the annual audit; follows up on findings to improve financial systems.
- Performs a variety of financial operations including appropriate disbursement and accounting of municipal funds, journal entry, fixed assets, accounting, reconciliation of bank statements, and preparation of monthly, quarterly, and annual financial reports;
- Establishes and maintains procedures and controls over municipal revenues and expenditures in all departments of the City.

- Establishes internal operational guidelines, policies and procedures for the department; reviews activities of the Finance Department and determines programs necessary to accomplish designated functions through the development and implementation of the strategic direction of the department.
- Responsible for the recruitment and training of personnel within the department.
- May be assigned to develop or coordinate special projects or programs.
- Works with Director's to review department budgets.
- Performs all other duties as assigned.

**MINIMUM JOB QUALIFICATIONS:**

- Bachelor's degree in Accounting, Finance or a related field.
- Must have at least five (5) years experience in finance.
- Must have a minimum of four (4) years administrative experience in a governmental agency, including supervisory experience.
- Four (4) years' experience utilizing a computerized accounting system.
- Must be familiar with the State Procurement Laws and Code.

**EMPLOYMENT REQUIREMENTS:**

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High school diploma or equivalent.
- Must be willing to work odd hours to include evenings, weekends and holidays.

**PREFERRED QUALIFICATIONS:**

- Significant experience in financial reporting, budgeting and management with a clear understanding of the fiscal realities faced by local government organizations.
- Bilingual in English and Spanish.

**KNOWLEDGE, SKILLS & ABILITIES:**

- Must have excellent analytical, communicative and supervisory skills.
- Ability to gather data and analyze information, and prepare reports, including financial statements and budget projections.
- Knowledge of all aspects of municipal financial administration.
- Ability to analyze budgetary expenditures for compliance with approved budget.
- Skill in examining and re-engineering operations and procedures, recommending changes to policies and developing and implementing new strategies and procedures.
- Ability to plan and direct activities of departmental personnel.
- Knowledge of cost-benefit analysis techniques.
- Ability to foster a cooperative work environment.
- Ability to deal effectively with other organizations and the public.

**WORK ENVIRONMENT & PHYSICAL DEMANDS:**

- Work is performed primarily in an office setting indoors.
- Work requires occasional travel.
- Work requires occasional evening and weekend work in order to meet deadlines.
- Work requires frequent sitting, standing, and walking, reaching, climbing, kneeling.

**NOTE:** This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

**APPLICATION PROCEDURE:** A complete application package will include a 1) Letter of Interest, 2) Resume, and 3) City of Las Vegas Employment Application.

The employment application is available at:  
[http://lasvegasnm.gov/departments/human\\_resource\\_department](http://lasvegasnm.gov/departments/human_resource_department)

Application Materials can be sent to: Human Resources Department  
1700 N Grand Avenue  
Las Vegas, NM 87701

OR send via email to: [darlenea@lasvegasnm.gov](mailto:darlenea@lasvegasnm.gov) or  
[mgarcia@lasvegasnm.gov](mailto:mgarcia@lasvegasnm.gov)

**Reviewed and approved for publishing by:**

  
Leo Maestas, City Manager

  
Human Resource Director