



JOB ANNOUNCEMENT
General Public Vacancy
OPEN DATE: April 18, 2024
CLOSE DATE: Until Filled

JOB TITLE: General Accountant

PAY RATE: \$24.04

DEPARTMENT: Finance

REPORTS TO: Finance Director

SUMMARY: This position is a professional position which involves various types of governmental accounting functions as related to municipal budgeting, municipal financial reporting, and municipal financial planning. May act as the lead accountant and designate tasks to assigned staff.

DUTIES AND RESPONSIBILITIES

- Assists in the preparation of the budget.
- Submits monthly financial status reports to Finance and Deputy Finance Director for final review.
- Gathers and analyzes data required to essential functions.
- Prepares the quarterly DFA reports.
- Projects and monitors trends of budget; posts revenues and expenditures, reviews daily cash summaries, develops computer programs for the purpose of providing informative reports to the Finance and Deputy Finance Director.
- Analysis of City's financial operations for approval by the Finance and Deputy Finance Director, to ascertain that all City's accounting records are accessible and secured.
- Monitors the financial reports required for Grants and Contracts.
- Reconciliation of all cash accounts against the bank accounts
- Analysis of investments.
- Is responsible for the end of month and the end of year reports, also responsible for the proper closing entries for the end of the Fiscal Year.
- May be required to attend meetings, trainings and seminars as required
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS

- Associate's Degree in Accounting, Finance, or related field.
- Four (4) years' experience in governmental accounting and budgeting.
- Four (4) years' experience utilizing a computerized accounting system.

PREFERRED QUALIFICATIONS

- Bilingual in English and Spanish.
- Experience working for a municipality.

EMPLOYMENT REQUIREMENTS

- Must possess and maintain an insurable New Mexico Class D Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to communicate effectively, both orally and in writing.

- Ability to learn and evaluate new equipment and systems applicable to municipal government.
- Must have ability to demonstrate interpersonal skills and tact with other organizations, department directors, employees and general public.
- Ability to maintain confidentiality.
- Ability to use independent judgment and work with minimal direction.
- Must be self directed and able to work with minimal supervision.
- Ability to prioritize tasks to meet deadlines.
- Knowledge of accounting practices set forth in General Accounting, Auditing & Financial Reporting (G.A.A.F.R.).
- Knowledge in the application of Accounting principles to accounting transactions, particularly in relation to data processing.
- Knowledge of the State of New Mexico procurement policies and regulations.
- Knowledge of budget preparation and fiscal management.
- Advanced knowledge and skill in using computer systems and software such as Microsoft Word, Excel, PowerPoint and Publisher, on-line databases, spreadsheets, e-mail, and Internet.

WORK ENVIRONMENT & PHYSICAL DEMANDS

- Work is performed in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited physical effort required.
- Some travel may be required.
- Occasionally, evening and weekend work may be required in order to meet deadlines.

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:
<https://www.lasvegasnm.gov/general-7-1>


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

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



 Timothy Montgomery, City Manager



 Darlene Arguello, Human Resource Director