

City of Truth or Consequences

Human Resources Office

505 Sims Street

PH: (575) 740-7554

Truth or Consequences, NM 87901

FAX (575) 894-0363

JOB ADVERTISEMENT

FINANCE DIRECTOR (Unclassified and Exempt)

The City of Truth or Consequences, New Mexico, is accepting applications for the position of **FINANCE DIRECTOR** (unclassified and At-Will) in the Finance Department.

REQUIREMENTS: Education and Experience: Bachelor Degree from accredited school or university, major in Accounting, Finance, or Business Administration preferred. Three (3) years' experience in local or state government finance is preferred. And a minimum of twelve (12) months of supervisory experience.

See **Job Description for full requirements and representative duties.**

Pay rate starts at \$76,056, plus benefits.

Applications and Job Description are available from the City's Human Resources Office, 505 Sims, T or C., NM 87901, tel. #575-740-7554 or on the City's Website at www.torcnm.org.

Deadline for applications, including a resume to be returned to City's Human Resources Office or via email at Humanresources@torcnm.org is until filled.

The City is an Equal Opportunity Employer.

PUBLISH; Sentinel - December 01, 2023
December 08, 2023

POSTED: City Website: 11/29/2023
Indeed.com: 11/29/2023
NMML.org: 11/29/2023

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Job Description

FINANCE DIRECTOR

Class Title: FINANCE DIRECTOR

Department: Administrative Offices

Division: Finance

Status: Unclassified

FLSA - Exempt

GENERAL PURPOSE:

Supervises accounting and financial functions of the City, including, but not limited to: preparing and submitting annual budget for approval; maintaining annual budget and financial records; submitting financial reports to Local, State, and Federal agencies.

SUPERVISION RECEIVED:

Works under the direct supervision of the City Manager or his designee.

AREA OF RESPONSIBILITY:

Manage City of Truth or Consequences Finance Office and supervise all staff assigned to that Office.

PRINCIPAL DUTIES:

1. Serves as chief financial advisor to the City Manager.
2. Develops, maintains, and manages annual operating budget, including all actual or projected revenue and expense required to carry out City operations.
3. Reviews and analyses revenue and cash trends to ensure that budgeted expenditures can be met and for projecting future revenue, cash, and expenditure trends.
4. Maintain financial records, prepare and submit required local, state and federal financial reports, submit all taxes and other assessments in a timely manner, post, reconcile and maintain records of all accounts and investments.
5. Establish and maintain internal control procedures that assure local, state, and national accounting procedures are followed.

6. Continue to monitor and forecast financial condition of the City in order to manage investments and revenue in a manner that will accommodate cash flow. Ensure that the City Manager is kept current with regard to any predicted problems concerning the budget or cash flow.
7. Track financial expenditures and maintain records on municipal projects such as: construction and capital improvements, general revenue bonds, grants and loans.
8. Verify funding sources and co-sign purchase orders if needed.
9. Prepare monthly, quarterly and annual budget reports as well as Resolutions for budget adjustments.
10. Prepare information for and attend municipal meetings as directed.
11. Prepare financial information for annual audit.
12. Oversees procurement, accounts payable, payroll, and human resources. Fills in as necessary.
13. Ensure that annual fixed assets and insurance are up to date either directly or assigned to staff members.

PERIPHERAL DUTIES:

1. Develop finance related ordinances and resolutions.
2. Represent the City at various conferences and meetings.
3. Perform other duties as assigned by the City Manager.

The above information on this position description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities required of all employees assigned to this job.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - a. Bachelor Degree from accredited school or university, major in Accounting, Finance, or Business Administration preferred.
 - b. Three (3) years' experience in local or state government finance is preferred.
 - c. Minimum twelve (12) months of supervisory experience.
2. Knowledge, Skills and Abilities:
 - a. Ability to prepare, analyze and maintain balanced municipal budget.
 - b. Knowledge of government accounting theory, principles, and practices.
 - c. Knowledge of computer programs designed for public finance and fiscal planning.
 - d. Knowledge of budget, accounting, and reporting systems such as: GASB, GAAP and GAAFR.
 - e. Ability to establish and maintain efficient and effective financial systems and procedures.

- f. Ability to communicate effectively, both orally and in writing.
 - g. Ability to supervise employees and assign duties.
 - h. Ability to perform detailed work for long periods of time and perform well under pressure.
3. Ability to multi-task with multiple interruptions daily.
 4. Ability to operate desk top computer and other types of office equipment.

REQUIREMENTS/CERTIFICATIONS/LICENSES:

- A) Valid New Mexico Driver's License.
- B) Must be bondable.
- C) Must successfully pass pre-employment drug screening.

WORK ENVIRONMENT:

1. Work is performed indoors.
2. Normal work performed on weekdays (Monday thru Friday). Some extra hours may be required.
3. Subject to normal office noise levels.
4. Subject to odors and dusts.
5. Duties are performed on uneven, carpeted, flat and hard surfaces.
6. Duties require walking, climbing, standing and sitting.
7. Specific required movements include the following: (50 lbs. Max.)
 - Trunk - bend, twist, rotate, push, pull, carry.
 - Arms - reach, carry, push, pull, lift, twist, rotate.
 - Legs - twist, rotate, balance.
 - Hands - grasp, manipulate, bilateral coordination, eye and hand coordination, overall and finger dexterity.

The work environment characteristics described above are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential job functions when notified of said disability.

SELECTED GUIDELINES:

Formal application, rating of education and experience; oral interview and reference check; job related tests may be requested.

This Position Description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

I have read the above written job description I understand the demands and expectations of the position described and to the best of my knowledge believe I can perform these duties. I understand that this position is exempt from the requirements of FLSA (Fair Labor Standards Act).

NAME _____

DATE _____