



214 South Love Lovington, NM 88260  
575.396.2884

## FINANCE CLERK

### *Position Description*

<b>Department:</b>	Finance	<b>Reports to (title):</b>	Finance Director
<b>Pay Annually:</b>	\$35,000	<b>Classification:</b>	Non Exempt
<b>Hours/week:</b>	40 hrs per week	<b>Effective Date:</b>	June 15, 2022
<b>Type of Position:</b>	Full-time	<b>Revised Date:</b>	

#### PERFORMANCE EXPECTATIONS

In performance of their respective tasks and duties all employees of the City of Lovington are expected to conform to the following:

- Uphold all principles of confidentiality and respect of all colleagues to the fullest extent.
- Adhere to all professional and ethical behavior standards inherent to the Public Sector.
- Interact in an honest, trustworthy and dependable manner with all citizens and employees of the City of Lovington.
- Possess cultural awareness and sensitivity.
- Maintain a current, insurable driver's license.

#### POSITION PURPOSE

This position performs a wide variety of internal services in support of the Finance Department including, cash handling, banking and maintaining the central records for employee benefits.

#### ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Verifies, inputs, prepares, prints and distributes checks
- Enters Accounts Payables and Accounts Receivables as needed
- File paperwork
- Daily bank and mail runs
- Prints and balances financial reports
- Responsible for preparation and compliance of all finance deadlines including federal, state and municipal deadlines
- Prepares and distributes W-9 forms, enters changes from W-4 forms

## *Position Description*

- Prepares weekly, monthly and annual financial and information reports.
- Creates and posts Utility receivables & Penalties.
- Posts revenues from Utility payments.
- Runs and distributes monthly departmental budget reports.
- Bill retirees for insurance premiums.
- Prepares monthly bank reconciliations.
- Reviews account postings and prepared journal entries for corrections
- Maintain a variety of financial records
- Respond to requests and inquiries from the general public
- Interpret and explain a variety of departmental issues and policies
- Other duties as assigned by Finance Director

- MINIMUM MANDATORY qualifications

### Education:

- High school diploma

### Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Read, write, speak and comprehend the English language.
- Knowledge of modern office procedures, methods and equipment including computers
- Knowledge of principles and procedures of accounting
- Knowledge of banking practices, procedures and regulations
- Knowledge of applicable computer applications including word processing and spread sheets
- Knowledge of principles and procedures of financial record keeping and reporting
- Knowledge of pertinent Federal, State and local laws, codes and regulations
- Knowledge of advanced principles and practices of governmental and fund accounting
- Ability to work after hours or weekends on occasion
- Possess high level of customer service at all times.

### WORK ENVIRONMENT

# FINANCE CLERK

## Position Description

**Work environment:** The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions exist, and the noise level in the work environment can vary from low to moderate. Limited overnight travel may be required from time to time

**Physical demands:** The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee may be required to frequently stand, walk, sit, bend, twist, talk and hear. There may be prolonged periods of standing, keyboarding, reading, as well as driving or riding in transport vehicles. The employee must occasionally lift and/or move up to 20 pounds. Specific vision abilities required by this job include reading, distance, computer, and color vision.

**Mental demands:**

**Disclaimer:** The information on this position description has been designed to indicate the general nature and level of work performance by employees in this position. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to this position. Employees will be asked to perform other duties as needed.

REVIEWED BY		TITLE	
APPROVED BY		TITLE	
DATE POSTED		DATE HIRED	

### ACKNOWLEDGMENT

I have reviewed the content of the **FINANCE CLERK** position description and have been provided a copy of the description. I certify that I am able to perform the essential functions of this position as outlined in this description, with or without reasonable accommodation.

Describe any accommodations required to perform these functions:

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*Employee (printed name)*

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*Employee (signature)*

\_\_\_\_\_  
*Date*