



## FINANCE DIRECTOR

### Position Description

<b>Department:</b>	Finance	<b>Reports to (Title):</b>	City Manager
<b>Probationary Period:</b>	Six months (6)	<b>Supervision:</b>	4
<b>Salary Range:</b>	\$95,000 to \$130,000	<b>Classification:</b>	Exempt
<b>Hours/Week:</b>	40 per week	<b>Effective Date:</b>	02/10/2025
<b>Type of Position:</b>	Exempt/Full-time	<b>Revised Date:</b>	02/10/2025

#### PERFORMANCE EXPECTATIONS

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

#### POSITION PURPOSE

The Finance Director is a member of the City of Lovington’s senior management team and is responsible for all municipal finance functions to include assisting in the preparation of the City budget, long-term financial planning, ICIP development, investment of surplus funds, management of financial operations, accounting, purchasing, auditing, debt management, and utility billing. The Finance Director will ensure quality customer service and fiscal accountability to the citizens of Lovington through integrity and validity of financial data and reporting.

#### ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Monitors and manages the fiscal position of the city; monitors cash flow movement; balances, reconciles accounts and prepares financial reports and statements and is responsible for reporting to the Board of Commissioners on all department activities.
- Assists the City Manager in preparing the City’s annual operating budget; prepares and files appropriate state documents as required by statute
- Responsible for assisting in all city and state audits for compliance as required by state statues; promptly corrects any/all audit findings as directed
- Serves as Registrar and Paying Agent for city bond issues; establishes and maintains records needed for all required documentation; complies with investing surplus funds in accordance with goals established by the City and federal, state and local regulations
- Represents the City’s interests by working collaboratively and participating in community and professional organizations/activities when appropriate.
- Attends City Board of Commissioners meetings to present all related financial and budgetary information to include the monthly statements indicating the position of the City’s treasury account



- Manages the financial administration of grants in accordance with regulations of the state Dept of Finance and Administration or any other relevant governmental agency; actively seeks appropriate grant opportunities in coordination with the Grant Writer
- Supervises property and fixed asset listings; arranges for disposition of property
- Self-directed to organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; meeting critical deadlines is crucial for this position.
- Develops the department's operational and strategic plans to include measurable goals and objectives for approval by the City Manager
- Other duties as assigned

## QUALIFICATIONS

Experience: 

- Minimum of 5 years of finance experience is mandatory;

Education: 

- Associate of bachelor's degree in a related field of study or equivalent related and recent work experience

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

- Experience in public sector investment principles, public sector debt management
- Knowledge of administrative management principles and practices, including goal setting, program development, implementation and evaluation and supervision of staff, either directly or through subordinate levels of supervision.
- Knowledge of public agency budgetary, contract administration, citywide administrative practices; and general principles of risk management related to the functions of the assigned area
- Knowledge of banking practices, procedures and regulations
- Knowledge of principles and procedures of financial record keeping and reporting
- Ability to work after hours or weekends on occasion, as is required for meeting deadlines
- Excellent organizational and interpersonal skills along with effective mediation skills
- Advanced proficiency with MS Office & Windows products

## PREFERRED QUALIFICATIONS

- Master's Degree in related field
- CPA certification
- Experience with Tyler Incode accounting software package
- Knowledge of governmental fund accounting principles and standards, budget development and procurement principles
- Previous experience conducting research for governmental audits
- Knowledge of applicable federal, state, and local laws, ordinances, codes and regulations
- NM Governmental financial and auditing experience is highly desired
- Previous experience with NM Governmental financial reporting

## WORK ENVIRONMENT



**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 25 pounds. Specific vision abilities are required by this job including reading, distance, computer, and color vision.

**Mental Demands:** There are several ongoing deadlines associated with this position. The employee must also multi-task with a wide variety of people on various and, at times, complicated issues.

***Disclaimer:*** *The information in this position description has been designed to indicate the general nature and level of work performance<sup>3</sup> 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.*