



214 South Love Lovington, NM 88260 | 575.396.2884

ACCOUNTING CLERK

Position Description

Department:	Finance	Reports to (title):	Finance Director
Probationary Period	Six Months	Supervises:	NA
Pay Grade:	Dependent upon experience	Classification:	Non-Exempt
Hours/week:	40 hrs per week	Effective Date:	April 29, 2015
Type of Position:	Full-time	Revised Date:	July 1, 2026

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 variety of accounting and financial support duties for the Finance Department, including accounts receivable, purchasing, cash handling, bank reconciliations, financial reporting, recordkeeping, and other accounting functions. The position also assists with regulatory reporting, audits, budget preparation, and serves as a backup for payroll operations.

ESSENTIAL DUTIES, FUNCTIONS & RESPONSIBILITIES

- Record and post accounts receivable payments and maintain accounts receivable records, including preparing aging reports and assisting with billing and collection activities.
- Process purchase requisitions, prepare purchase orders, and assist with processing outstanding purchase orders in accordance with established schedules.
- Prepare, record, post and reconcile daily deposits received from City departments, including making bank deposits.
- Track fixed asset expenditures, deletions and update annual fixed asset report for auditors
- Prepare monthly bank reconciliations, journal entries and review account activity for accuracy, corrections and completeness.
- Prepare and assist with required monthly, quarterly and annual financial reports, including state, federal, budget and other regulatory reporting.
- Conduct annual Lodger's Tax audits of our local Hotel/Motels and RV parks
- May assist in tracking and reporting grants and reconciling grant activity
- Perform internal cash audits citywide annually
- Maintain a variety of financial records
- Respond to inquiries from the public and City staff regarding Finance Department procedures, records and policies.
- Other duties as assigned

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QUALIFICATIONS

Experience:	Two (2) Years of direct experience preferred
Education:	Associate's degree in accounting, business, or related field preferred
Knowledge, Skills, Abilities and Other Qualifications:	Knowledge of: • Modern office practices, procedures, equipment, and computer applications, including word processing, spreadsheets, and email. • Basic accounting principles and financial recordkeeping procedures. • Basic banking and cash handling procedures. • Financial recordkeeping and reporting practices. • Applicable federal, state, and local laws, regulations, and policies related to assigned duties. • Governmental accounting and fund accounting principles, or the ability to learn and apply them. Ability to: • Read, write, speak, and understand the English language. • Perform mathematical calculations accurately. • Maintain accurate financial records with attention to detail. • Organize work, prioritize assignments, and meet established deadlines. • Maintain confidentiality of sensitive information. • Provide courteous and professional customer service. • Communicate effectively with employees, vendors, and the public. • Establish and maintain effective working relationships. • Work occasional evenings or weekends as required.

PREFERRED QUALIFICATIONS

- Bilingual skills in English and the Spanish language
- Governmental Accounting
- Experience with ERP, Tyler Encode 10

WORK ENVIRONMENT

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

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.