214 South Love Lovington, NM 88260 | 575.396.2884

DEPUTY FINANCE DIRECTOR

Position Description

Department:	Finance		**Reports to (title):**	Finance Director
Position Type:	Probation per policy / Classified		**Supervises:**	Yes
Job W/C:	8810		**Classification:**	Non- Exempt
Hours/week:	40 hrs. per week (minimum)		**Effective Date:**	June 2025
Status:	Full-time		**Revised Date:**	November 12, 2026

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 Deputy Finance Director assists the Finance Director in managing the City's finance functions, including accounting, payroll, accounts payable and receivable, grants, purchasing, and utility billing. The position supports three core functions: the annual budget, the annual audit, and financial reporting to the New Mexico Department of Finance and Administration. The Deputy Finance Director supervises assigned finance staff, helps maintain internal controls, serves as acting Finance Director in the Director's absence, and works cooperatively with City departments, state agencies, auditors, and the public.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Assists the Finance Director in overseeing payroll, accounting, accounts payable and receivable, grants, purchasing, and utility billing functions.
- Supervises, trains, schedules, and evaluates assigned staff; approves time sheets and leave requests; participates in hiring and recommends disciplinary action in accordance with City policy.
- Serves as acting Finance Director in the absence of the Finance Director.
- Assists the Finance Director and City Manager in developing the annual operating budget in coordination with department heads; prepares and files required state budget forms.
- Prepares monthly budget status reports for department heads and quarterly budget-to-actual reports for the City Commission.
- Prepares and submits quarterly financial reports to the New Mexico Department of Finance and Administration, Local Government Division, and completes other statutorily required filings within established deadlines.
- Supports the annual audit by preparing schedules and records for the City's auditor, maintaining audit-ready records throughout the year, and assisting with corrective action on audit findings.
- Reconciles City funds and accounts, oversees general ledger posting, and prepares monthly financial reports of receipts and disbursements.
- Monitors cash flow and the City's fiscal position to ensure funds are available and used effectively.
- Oversees the daily deposit of City funds and maintains internal controls over cash handling and receipts.

DEPUTY FINANCE DIRECTOR

Position Description

- Oversees year-end payroll reporting, including W-2s and 1099s, and ensures compliance with Internal Revenue Service requirements.
- Assists in developing and implementing department goals, policies, procedures, and internal controls.
- Assists the City Manager and Finance Director with multi-year financial forecasts and long-range financial plans.
- Ensures finance operations comply with federal, state, and local laws and regulations, including GASB standards and federal Uniform Guidance for grants.
- Serves as a liaison with state agencies, auditors, banks, and other organizations; responds to and resolves difficult citizen inquiries and complaints.
- Stays current on governmental accounting standards and best practices through training and professional organizations.
- Performs other duties as assigned.

MINIMUM / MANDATORY QUALIFICATIONS

Experience: Minimum five (5) years of progressively responsible experience in finance, accounting, or governmental finance, including two (2) years of supervisory experience.

Education: Bachelor's degree in accounting, finance, business administration, public administration, or a closely related field.

Mandatory Knowledge, Skills, Abilities and Other Qualifications:

Knowledge of:

- Governmental and fund accounting principles, including GASB standards and financial reporting requirements for municipal government
- New Mexico statutes and requirements governing municipal finance, including the Procurement Code, the Audit Act, and Department of Finance and Administration, Local Government Division budgeting and reporting requirements
- Public sector budgeting, purchasing, contract administration, and grant compliance, including federal Uniform Guidance
- Payroll, cash management, banking practices, and internal controls
- Public sector investment and debt management principles
- Principles of employee supervision, including work planning, training, and performance evaluation

Skills & Abilities:

- Prepare clear and accurate financial reports, correspondence, and presentations for department heads, the City Commission, state agencies, and auditors
- Interpret and apply complex laws and regulations and translate them into policies and procedures
- Manage multiple priorities and meet statutory and reporting deadlines with a high degree of accuracy
- Proficiency with governmental accounting software and standard office applications, including spreadsheets and word processing
- Maintain confidentiality and public trust through transparent and ethical financial management

Conditions of Employment:

- Must be able to travel, including occasional overnight travel
- Must pass a pre-employment and periodic criminal background check
- Must pass a pre-employment drug/alcohol screening and comply with the agency's Drug Free Policy
- Must possess and maintain a valid New Mexico driver's license of appropriate classification and a satisfactory MVR meeting minimum insurability requirements

PREFERRED QUALIFICATIONS

- Master's degree in accounting, finance, public administration, or a related field
- Certified Public Accountant (CPA) or Certified Public Finance Officer (CPFO) designation
- New Mexico Certified Procurement Officer certification
- Experience with Tyler Incode 10 or comparable governmental accounting software

DEPUTY FINANCE DIRECTOR

Position Description

- New Mexico governmental finance experience, including Department of Finance and Administration, Local Government Division budgeting and reporting
- Experience leading or supporting municipal audits and implementing corrective action on audit findings
- Experience developing multi-year financial forecasts and long-range financial plans

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. Occasional off-site attendance at training sessions, conferences, or meetings may be required.
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 is frequently required to sit, talk, and hear, and occasionally stand, walk, bend, and twist. There may be prolonged periods of keyboarding, reading, and computer work. The employee must occasionally lift and/or move up to 25 pounds, such as files and records boxes. Specific vision abilities required include close vision, distance vision, and the ability to read detailed financial documents and computer screens.
Mental Demands:	This position operates under consistent time pressure with multiple concurrent deadlines tied to statutory, regulatory, and City Commission reporting requirements. The Deputy Finance Director must exercise sound judgment under pressure, manage complex and confidential financial information with a high degree of accuracy, and communicate effectively with department heads, Commission members, state agencies, and external auditors. The ability to shift priorities quickly while maintaining precision and professionalism is essential.

***Disclaimer:** The information in this position description has been designed to indicate the general nature and level of work performance3 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.*