



FINANCE DIRECTOR

Position Description

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

This position is responsible for all municipal finance functions, as well as assisting in the preparation of the City Budget and long-term financial plan, monitoring financial procedures, and internal controls; provides administrative direction and oversight for all functions and activities of the Finance Department, including utility billing, accounting and purchasing; fosters cooperative working relationships among City departments, with intergovernmental, regulatory agencies, various public and private groups; provides professional assistance to City management staff in areas of expertise.

ESSENTIAL DUTIES, FUNCTIONS AND RESPONSIBILITIES

- Develops, directs, and coordinates the implementation of goals, objectives, policies, procedures, and work standards for the Finance Department; establishes, within City policy, appropriate service and staffing levels
- Develops and administers the department's budget
- Approves all expenditures as Chief Procurement Officer
- Performs supervisory functions such as staffing, scheduling work, assigning and reviewing work duties, training personnel on various systems, equipment and techniques, conducting performance evaluations and administering disciplinary actions
- Completes all statutorily required tasks within timelines establishes within the statutes(s) and or ordinance(s).
- Prepares Quarterly statements of budget to actual status, and other reports deemed necessary to present to the City Commission



- Prepares quarterly fund financial statements, submits and reports on the same to the State Department of Finance
- Monitors the fiscal position of the city to ensure the effective and efficient use of city funds and resources; monitors the movement of city cash flow to ensure the availability of city funds.
- Supervises various departmental tasks, including but not limited to, posting and reconciliation of ledges and accounts for state and federal reports, payroll and accounts payable processing, the utility billing process, the collection of fees and other receipts; ensures that departmental activities are performed to applicable federal, state, and local regulations
- Oversees the preparation, 1099, W-2 information and year-end payroll reports to federal departments, as required
- Balances and verifies all city funds, reconciles accounts and prepares monthly financial reports of receipts and disbursements.
- Assists the City manager in preparing the annual operating budget for the city through coordination and cooperation with the city department heads and City Manager; prepares and files appropriate state forms as required by statute.
- Prepares monthly status reports pertaining to the city's budget and submits to each department head for disclosing the financial status of their department.
- Attends City Council meetings to present related financial and budgetary information; prepares monthly statements indicating the position of the city's treasury account.
- Assists the City Manager in determining strategic and economic forecasts for the city, including the preparation of multi-year plans and recommendations.
- Serves as Registrar and Paying Agent for city bond issues; establishes and maintains records needed for bond payments and related ledgers. Invests surplus funds in accordance with the investment goals established by the City Council and federal, state and local regulations.
- Supervises the daily preparation and deposit of all city monies and ensures that all deposits are covered by joint custody receipts.
- Performs administrative duties including the preparation of various reports and records pertaining to the duties performed.
- Operates standard office equipment in the performance of job duties, i.e. fax machines, copier, personal computer, calculator, etc.
- Establishes and maintains positive public relations and serves as a liaison for the city with other governmental agencies as needed.
- Develops and implements goals, objectives, policies, procedures, work standards, and internal controls for the department and assigned program areas.
- Provides administrative and professional leadership and direction for the Department and the City.
- Prepares and administers professional leadership and direction for the Department and the City.
- Prepares and administers large and complex budgets; allocates limited resources in the most cost effective manner.
- Interprets, apply, and ensure compliance with Federal, State, and local policies, procedures, laws, and regulations.
- Plans, organize, direct and coordinate the work of technical personnel, delegate authority and responsibility.



- Selects, trains, motivate and evaluate the work of staff and train staff in work procedures.
- Conducts effective negotiations and effectively represents the City and the department in meetings with governmental agencies, contractors, vendors, and various business, professional and regulatory and legislative organizations.
- Prepares clear and concise reports, correspondence, policies, procedures and other written materials
- Effectively represents the department and the City in meetings with governmental agencies, community groups and various business, professional, and regulatory organizations and in meetings with individuals.
- Establishes and maintains a variety of filing, record-keeping, and tracking systems.
- 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 po.
- Other duties as assigned

MINIMUM MANDATORY QUALIFICATIONS

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| Experience: | <ul style="list-style-type: none">• Minimum of 7 years of direct work experience is mandatory |
| Education: | <ul style="list-style-type: none">• Bachelor's degree in finance or related field of study is mandatory |
| Mandatory Knowledge, Skills, Abilities and Other Qualifications: | <ul style="list-style-type: none">• Read, write, and comprehend the English language• Knowledge of modern office procedures, methods, and equipment including computers• Knowledge of administrative 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 applicable Federal, State, and local laws, codes and regulations• Knowledge of organizational and management practices as applied to the analysis and evaluation of projects, programs, policies, procedures and operational needs; principles and practices of municipal government administration.• Knowledge of methods and techniques for writing and presentations, contract negotiations, business correspondence and information distribution; research and reporting methods, techniques and procedures.• Knowledge of principles and practices of employee supervision, including work planning, assignment, review and evaluation and the training of staff in work procedures.• Knowledge of record keeping principles and procedures |



- Knowledge of finance and accounting principles and procedures
- 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 advanced principles and practices of governmental and fund accounting
- Ability to work after hours or weekends on occasion, as is required for meeting deadlines
- Possess high level of customer service at all times.

PREFERRED QUALIFICATIONS

- Master's Degree in related field
- Certified Public Account certification
- Bilingual skills in English and the Spanish language
- Experience with Tyler Incode software package
- Previous experience conducting research for audits
- Previous experience with NM Governmental financial reporting
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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 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.*