



# CITY OF RIO COMMUNITIES

## JOB DESCRIPTION

Position: Finance Officer/Treasurer  
Status: Exempt

### General Statement of Duties:

This is a full time position. This person will require limited supervision and shall be responsible for the proper and efficient administration of the office of Finance Officer/Treasurer. The Finance Officer/Treasurer shall be hired solely on the basis of qualifications.

Finance Officer/Treasurer shall take an oath or affirmation to support the Constitution of the United States, the Constitution and Laws of New Mexico and to faithfully perform the duties of the office in conformance with NMSA §§ 3-10-2 and 3-13-1. Within 10 days of oath or affirmation, shall furnish a surety bond to the governing body in the amount prescribed by the governing body.

The successful candidate must have high energy, be willing to learn, and the ability to achieve high standards of customer service. This position requires working directly with elected officials, the general public and other staff and volunteers. This position often deals with irate customers. The applicant must have the ability to mitigate disputes.

### Typical Functions:

- Oversees and coordinates the financial and accounting activities for the City of Rio Communities; ensures the accurate maintenance of all City financial records.
- Prepares financial statements, trial balance, revenue ledgers and expense reports.
- Prepares quarterly financial reports in compliance with all statutory requirements.
- Prepares and/or assists with annual budget preparation and implementation.
- Coordinates bank reconciliation activities including monthly adjustments, non-sufficient funds, void checks, and check reconciliation.
- Oversees and coordinates long-term debt, inventory/fixed assets, annual encumbrances, and bank confirmation; conducts financial analyses.
- Coordinates the processing of quarterly Department of Labor reports, 941 quarterly reports, W-2's, and 1099's.
- Coordinates with insurance broker in relation to employee insurance benefits and insurance renewals.
- Oversees fixed assets including maintaining accurate records, calculating annual depreciation and accumulated depreciation, and deleting obsolete items.
- Coordinates with vendors, contractors and suppliers regarding payment of services and problem resolution.
- Prepare, verifies and balance information from cash collections, municipal court and payroll to the general ledger.
- Balances general ledger at month, quarter and year-end.
- Balances bank statements for numerous accounts monthly.
- Preparation of reports at month, quarter and year-end for department heads, council and auditor.



- Works closely with auditor to prepare annual audit. Makes audit adjustments for city books.
- Assists in department orders for the purchase of supplies.
- Maintains a backup of computer records
- Pay from the treasury the sums of money as needed for accounts payable and assist in sending bills and invoices for account receivable;
- Submits payroll information; maintains and updates payroll records;
- Assists the City Manager and Council in the preparation of the annual city budget and prepare the financial reports required to be submitted to the State;
- Assists in the process of preparation, collection, accounting and reporting of grant and other intergovernmental funding;
- Is responsible for maintaining financial records and archives for the city and shall advise the City Manager, Mayor and the Council upon such matters;
- Schedules and assists in the process of the annual financial audit;
- Team building training
- Other duties as required or assigned

#### **Minimum Qualifications:**

Finance Officer/Treasurer shall have a Bachelor's Degree in Accounting, Finance or Business Administration; (3-5) years municipal/government accounting experience, knowledge of QuickBooks accounting software, basic office skills, either by virtue of education, training, or experience or a combination thereof in education, training and experience in other fields allied to municipal administration. Previous work with a municipality is highly beneficial.

Finance Officer/Treasurer must be bondable and able to become a Notary Public.

Finance Officer/Treasurer shall have immediate knowledge of the NM Open Meetings Act and Inspection of Public Records Act and Freedom of Information Act. A working knowledge of Robert's Rules of Order is of benefit.

A degree in public administration or related field would be a highly recommended.

#### **Typical Skills:**

- Must have strong organizational and computer skills
- Must have a working knowledge of accounting principles and the ability to maintain the accounting system
- Must be able to understand and interpret financial reports and audits
- Must reconcile the City banking accounts on a monthly basis
- Must be innovative, detailed-oriented, impartial in a highly visible atmosphere
- Capability of working on several projects or issues simultaneously
- Ability to manage time effectively and meet deadlines
- Must be able to read and understand legal documents, statutory language and laws



**Supervision:**

Work is performed under the direct supervision of the City Manager. Independence of action is stressed in general performance of duties. The Finance Officer/Treasurer serves at the pleasure of the City Manager and shall be, subject to the terms of the City of Rio Communities Personnel Policy.

**Physical Demand of the Job:**

While performing the duties of this position, the employee will be working mainly indoors. The employee may be subject to complaints that could involve disgruntled citizens or situations where bodily injury could take place. The

employee is required to communicate both orally and in writing. Employee must be able to reach and manipulate objects, tools, or controls, drive, type, and lift up to 20 pounds.

**Pre-employment Requirements:**

The candidate must be able to pass a drug screen, background check and credit check.

**Compensation Type:**

Salary based on 35-hour per week paid every 2 weeks

**Exemption Status:**

Exempt employee

**Salary:**

Starting salary is negotiable depending on qualifications, education and training in related fields. Compensation is determined yearly by budgetary process. Finance Clerk/Treasurer shall receive the compensation as allowed by the City of Rio Communities Classification and Pay Plan as adopted by the governing body and as amended by said body from time to time or as set in the city budget from time to time.

**I have read and received a copy of this job description. I can do the functions listed for the job and meet the minimum qualifications of the job.**

\_\_\_\_\_   
Print Employee Name

\_\_\_\_\_   
Employee Signature

\_\_\_\_\_   
Date