

City Clerk/Treasurer

6-2010

The position is a Department Head position responsible for the financial accounting and management of the City budget of over \$8,000,000.00 annually. Person is responsible for the investment of cash balances for maximum safe return in accordance with all state regulatory requirements. Hiring, supervision and management of the City Clerk staff as well as dealing with the public on a daily basis are essential aspects of the position.

Work includes but is not limited to:

Budgetary management for all departments and proper reporting to the City Manager as well as various state agencies.

Management and oversight of all City records and files.

Management and oversight of all City Ordinances.

Close work with both municipal utilities and the Housing Authority.

Minimum Qualifications:

5 years experience in Accounting or related field. Preference given for a degree in accounting or related field. Preference given to familiarity with public sector accounting and line item budgeting (NM experience preferred) At least one year of documented supervisory/management level experience is required.

Required Skills:

Strong communication skills and ability to interact with elected officials and staff is essential.

Accuracy and integrity of work is essential.

Strong background in computer systems and use of Microsoft Office software.

Ability to accept training, achieve certifications as deemed necessary and accept additional responsibility are keys to advancement.

Salary:

Starting salary will be determined based on experience and education. Range from \$40,000 to \$44,000 depending on experience.