

# City of Las Vegas Career Opportunity

Applications are being accepted for a full time **Deputy Finance Director** for the City of Las Vegas Finance Department.

**Entry Level:** Per Pay Plan - \$ 20.64

**Nature of Job:** This is a highly responsible administrative and professional position. Work involved is the assistance of the overall observation of the Finance Department, which includes personnel involved in purchasing, receiving, fixed assets, payroll, accounts payable, accounts receivable and cashiers. The individual is responsible to the Finance Director and performance will be reviewed through meetings, reports submitted, direct observations and results of work. Gathers financial information, calculates data and prepares accounting reports. Assists in the preparation and maintaining of budgets, calculates past, current and projected data; analyzes budget(s), reporting on expenditures and revenues. Determines necessary budget adjustments and informs management with documents of financial status. Reviews financial reports and accounting documents to determine whether accounting procedures are in compliance with laws; and/or expenditures are within authorized fiscal budget requirements. Reviews actions to determine effects on financial budgetary status of the agency/program. Reconciles accounts and assists in analyzing and maintaining operating budgets. Mathematically computes information and prepares reports for management or other agencies. Enters information into database and verifies output against original documents. Contacts governmental, private or individuals for information necessary to processing work. Make recommendations on revisions or modifications to the accounting system. (A detailed job description is available at the Human Resource Office.)

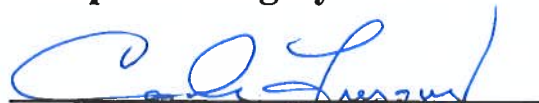
**Qualifications:** B.A. Degree in accounting or business administration or related field. Must have a minimum of four (4) years administrative experience in a governmental agency including supervisor experience. Must have two (2) years experience in finance either as an accountant or head bookkeeper in a large organization. Must have thorough knowledge of all aspects on municipal financial administration. Ability to plan and direct activities of departmental personnel. Must possess a valid New Mexico Class D operator's license and be insurable by the city's insurance carrier.

**Posted:** General Public: September 13, 2018 Until Filled

**General Public:** Defined as any person interested in the position who meets the qualifications. An application with all necessary documentation including any pre-employment test must be completed and returned to the Human Resource Division.

**Reviewed and approved for publishing by:**

  
Ann Marie Gallegos, Interim City Manager

  
Human Resource Manager