



JOB ANNOUNCEMENT
General Public Vacancy
TEMPORARY POSITION

OPEN DATE: May 6, 2024

CLOSE DATE: Until Filled

JOB TITLE: Accounts Payable Specialist

PAY RATE: \$18.00

DEPARTMENT: Finance

REPORTS TO: Finance Director

SUMMARY: The Accounts Payable Specialist performs under the direct supervision of the Finance and Deputy Finance Director. This position involves varied and moderately complex data processing and clerical work. Work involves the application of data processing in the maintenance of a standard set of accounts and the performance of related clerical tasks. Duties include maintaining all accounts payable records and the preparation of reports.

DUTIES AND RESPONSIBILITIES:

- Ensures the disbursements from the City accurately reflect goods and services received and are appropriately authorized.
- Controls timing of payments so as to ensure that the city makes the most effective use of its available funds.
- Provides accurate and timely accounting information on disbursements to permit effective budgetary control of departmental operations.
- Provides an accurate year-end record of accounts payable and the fund balance reserve for encumbrances, for the purpose of annual financial reports.
- Deals effectively with the general public and City departments.
- Contacts governmental, private or individuals for information necessary to processing work.
- Gathers data from financial records and prepares reports for management or others.
- Makes recommendations on revision or modifications to the accounting system.
- May train personnel for cross-training purposes.
- Performs other duties as assigned.

MINIMUM JOB QUALIFICATIONS:

- Associate's Degree in Accounting, Finance, or related field.
- Four (4) years' experience in governmental accounting and budgeting.
- Four (4) years' experience utilizing a computerized accounting system.

PREFERRED QUALIFICATIONS:

- Bilingual in English and Spanish.
- Experience working for a municipality.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain an insurable New Mexico Class D Driver's License.
- High School Diploma or equivalent.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to communicate effectively, both orally and in writing.

- General knowledge of basic accounting procedures.
- Knowledge of general office procedures and computer systems.

WORK ENVIRONMENT & PHYSICAL DEMANDS:

- Work is performed primarily 100% in a typical interior/office work environment.
- Repetitive hand motion and prolonged use of computer.
- Sitting for extended periods of time.
- No or very limited physical effort required. Carries up to 25lbs.
- Some travel may be required.
- Occasionally, evening and weekend work may be required in order to meet deadlines.

NOTE: This position is subject to drug testing both pre-employment and random as set forth in the City of Las Vegas Drug Policy.

APPLICATION PROCEDURE – Interested applicants must submit a City of Las Vegas Employment Application.


The employment application is available at:

<https://www.lasvegasnm.gov/general-7-1>

Application Materials can be sent to: Human Resources Department
1700 N Grand Avenue
Las Vegas, NM 87701

OR send via email to: consuelo@lasvegasnm.gov

Reviewed and approved for publishing by:



Timothy Montgomery, City Manager



Darlene Arguello, Human Resource Director