

CITY OF ELEPHANT BUTTE

NOTICE OF EMPLOYMENT

Position: City Treasurer/Finance Director

This is a full-time (40 hours per week) hourly position. The Treasurer/Finance Director shall be hired solely on qualifications. The City Treasurer/Finance Director is a management position that supervises the Utility Billing Department, Accounts Payable, & Payroll. The Treasurer also serves as the Certified Procurement Officer and handles all procurement matters for the City.

The successful candidate must have high energy, a willingness to learn, and the ability to achieve high standards of customer service. The position requires the ability to work on several projects and issues simultaneously. Previous experience working with a municipality or other local government entity is highly recommended. Must possess strong communication skills, both oral and written. The Treasurer/Finance Director must possess a financial background in, education, training and experience, including direct experience with using Tyler Software Programs.

The position will be responsible for:

- Preparation of the annual City Budget as well as all financial reports as required.
- Prepare and accept the collection of grants and other intergovernmental funding.
- Have or obtain State of NM, Certified Procurement Official license within 6 months of initial employment.
- Strong organizational skills.
- Must be able to understand and interpret financial reports and audits.
- Necessary reporting and duties as assigned.

Pre-Employment Requirements

May be requested to perform skills testing.

Drug tests will be required prior to employment offer.

Background check will be initiated before final employment offer.

Exemption Status: Exempt

Salary: Depending on qualifications, education, and training in related fields.

Please submit resumes to:

City of Elephant Butte
Attn: Treasurer Position
PO Box 1080
Elephant Butte, NM 87935

Contact: Janet Porter-Carrejo 575-744-4892

Position will remain open until filled.