

Mesquite

Nevada

# JOB OPPORTUNITY

# FINANCE DIRECTOR

Minimum Salary \$74,500

**Starting salary is Negotiable Depending On Qualifications**

*Work*

**DEADLINE TO APPLY**

**THURSDAY, FEBRUARY 09, 2012, 4:00PM**

*Live*

**JOB SUMMARY**

**QUALIFICATIONS**

**EDUCATION AND EXPERIENCE**

**AND OTHER REQUIREMENTS**

**-ATTACHED-**

*Play*



**AN EQUAL OPPORTUNITY EMPLOYER**

Posting Date: December 27, 2011  
Ads: GovtJobs, Jobs Available, DVT



## FINANCE DIRECTOR

Regular exempt full-time, confidential/At-Will position with benefits.

**Job Summary** – Plans, manages and supervises the general accounting and accounts payable control functions of the Finance division, reports operational results, and provides chronological systems. Serve at the pleasure of the City Manager, subject to the terms of an employment agreement.

### Essential Functions:

- Coordinate and administer an adequate plan for the control of financial operations. Such a plan provides profit planning, revenue forecasts, expense budgets, accounts receivable, cost standards and saving opportunities, and capital spending, together with the necessary controls and procedures to effectuate the plan.
- Compare performance with operating plans and standards. Provide reports and interpret the results of operations to all levels of management. This includes the formulation of accounting policies, the preparation of financial statements and operating data, the coordination of systems and procedures, and special reports as required.
- Assure protection for the assets of the City through internal control, internal auditing, and ensuring proper insurance coverage.
- Plan, review and determine, as needed, the City's need for new debt financing.
- Administer existing debt and file the annual Debt Commission Report.
- Prepare all client schedules for City's external auditor.
- Establish and implement a sound operational and organizational plan in direct support of the City plan.
- Keep the City Manager informed of the City's performance and provide advice on all financial matters.
- Execute cash disbursements for payment of City and divisional expenditures in accordance with disbursement and policies.
- Prepare State of Nevada reports regarding actual results and annual budgetary submittals. Prepare all other reports as required by Nevada Statutes.
- Monitor expenditure levels and advise management regarding variances to budget.
- Develop and present to the City Council matters requiring their decision.
- Develop and recommend an annual budget. Authorize expenditures in accordance with budget. Approve budget and expenses of subordinates.
- Develop short-range and long-range operating objectives, organizational structure, and staffing requirements.
- Responsible for the management of investable funds for the City of Mesquite and the Mesquite Redevelopment Agency.
- Prepare a quarterly Treasurer's Report.
- Be dependable and meet acceptable attendance requirements at all times; Follow all applicable safety rules and regulations.



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## Essential Functions *continued*:

- Protect confidential information by preventing unauthorized release, both verbal and/or writing.
- Develop and train staff; Evaluate the performance of subordinates on an annual basis.
- Assume other special activities and responsibilities from time to time as directed.
- Testify before legislative committees on matters affecting local government finance.
- Perform other related duties and responsibilities as required.

**Knowledge/Skills:** Practices, principles, procedures, regulations, and techniques as they relate to all assigned functional areas; **Fiscal management**, including budget preparation, expenditure control, and record keeping; **Management and supervisory principles and practices**; **Current and proposed legislation and laws of the local, state, and federal governments** that affect the management operation or services of the Finance division.

**Ability:** Plan, organize and oversee assigned functions including evaluating the work of subordinates; **Develop goals and objectives** and to direct, conduct and implement finance activities; **Analyze and evaluate department operations** and develop and implement corrective action to resolve problems; **Establish and maintain effective working relationships** with senior City management, employees, Council members, other agencies, and the general public; **Communicate effectively**, both orally and in writing, with individuals and groups regarding complex or sensitive issues or regulations; **Physical ability** to perform the essential job functions; **Work non-standard hours** such as evenings, weekends and holidays.

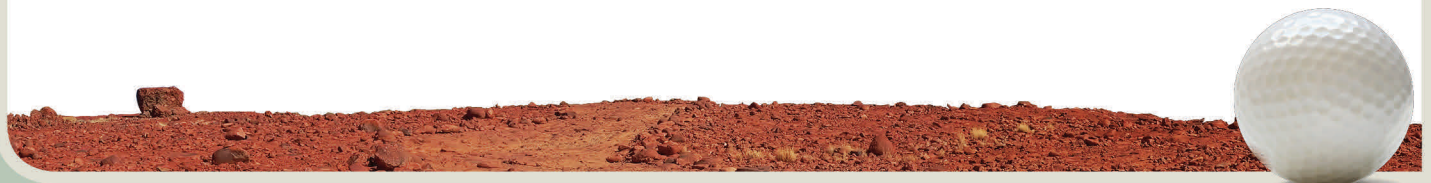
**Special Requirements:** Must be bondable, and pass a comprehensive background check prior to starting work. Must live within the limits of the City of Mesquite within six (6) months of employment.

**License or Certification:** Must possess, at the time of employment and continuously throughout employment, a valid Nevada Class "C" driver's license.

**Education and Experience:** Any equivalent combination of training, education and experience which provides the individual with the required knowledge, skills and abilities to perform the job. A typical way to obtain these requirements may be **1) Bachelor Degree** in accounting, finance or related field **2) Three years of supervisory public, governmental accounting experience.** **3) CPA preferred.**

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## Application Process:

Interested applicants must submit:

1. A signed and completed City of Mesquite application. Application must be submitted either by mail, fax, or hand-delivery only. The City does NOT accept email applications.
2. Supplemental to application, a resume and one-page letter addressing why you want the position and what qualifications and skills you have that you believe to be most relevant to the position. Must include salary history.
3. Attach a copy of any required license(s), certificate(s) and/or degrees to your application.

*Failure to satisfactorily demonstrate that the minimum requirements of the posted position have been FULLY met will result in disqualification.*

## DEADLINE TO APPLY

**Thursday, February 9, 2012, 4:00pm**

### City of Mesquite

10 East Mesquite Blvd, Mesquite, NV 890027

(702) 346-5295—Fax (702) 346-2795

[www.mesquitenv.gov](http://www.mesquitenv.gov)

Hours: Monday—Thursday 7:30 am.—5:30 p.m.

*Posted: December 27, 2011*

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The City of Mesquite is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, The City will provide reasonable accommodation to qualified individuals. The City of Mesquite encourages both incumbents and individuals who have been offered employment to discuss potential accommodations with the employer.

