



**Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Ph: (575) 397-9230 Fax: (575) 397-9212
Email: personnel@hobbsnm.org
www.hobbsnm.org**

This bulletin, updated on a weekly basis, lists our current job vacancies. A City of Hobbs Application is available in the Human Resources Department, and may be returned to the same office or mailed to the address above. **A resume will only be accepted with a fully completed City of Hobbs application packet. Our office hours are Monday through Friday, 8:00 a.m. - 12:00 p.m. and 1:00 p.m. – 5:00 p.m. mountain time.**

Positions will be posted for at least five (5) New Mexico Department of Labor working days and may be closed at any time thereafter. The Human Resources Department bulletin board is the official posting. APPLICANTS WILL BE REQUIRED TO UNDERGO AND PASS A CONTROLLED SUBSTANCE TEST IF A CONDITIONAL OFFER OF EMPLOYMENT IS EXTENDED. Applicants may undergo a criminal history background, reference check and polygraph examination; upon a conditional job offer a drug screen, agility test, functional capacity evaluation, psychological evaluation and medical screening will be conducted. Some convictions or deferred adjudication may be considered a contraindication for employment with the City of Hobbs. Employees who are required to possess a commercial drivers license (CDL) are required to undergo alcohol and controlled substance testing which include pre-employment (controlled substance only), post-accident, reasonable suspicion, return to duty, follow-up and random testing. The City of Hobbs is an Equal Opportunity Employer and a Drug-Free work place. Reasonable accommodations may be made to enable individuals with disabilities to perform the non-essential functions. We ask that you not contact the personnel responsible for interviewing the position of which you are applying; instead, wait for us to contact you. Please ensure the Human Resources Department has your present points of contact. **All applicants may not be interviewed.**

SELECTION GUIDELINES

Formal application, review of education and experience; oral interview and reference check; job related tests may be required. The City of Hobbs requires applicants applying for a clerical position to take a typing, keyboard skills and 10-key test upon return of application to the Human Resources Department. This test is conducted by the Human Resources Office. The testing hours are Monday thru Friday from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 4:00 p.m. Test results, pass or fail, are valid for six (6) months. Applicants may retest every seven (7) calendar days.

Applications are position specific. An applicant may apply for one position on a single application form; any additional or new positions must have a new application submitted.

The duties listed are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

Revised Publishing Date: 11/17/11

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org



Financial Analyst #725

Finance

\$20.31 per hour to \$23.35 per hour (DOE) (Hiring Range)

\$20.31 per hour to \$28.82 per hour (Full Range)

SHIFT: 8:00 a.m. to 5:00 p.m. - Monday thru Friday

POSTED: September 15, 2011 – May close any time after 5:00 p.m. September 21, 2011.

ESSENTIAL DUTIES

Researches, plans, coordinates and administers grant funds for a variety of projects. Works with other departmental staff in preparing grant applications. Requests drawdowns of grant funding to ensure timely reimbursement of expenditures. Prepares and submits reports to maintain compliance with grant agreements. Assists in establishing and maintaining internal control procedures and assures that adequate accounting procedures are maintained. Stays abreast of governmental fund accounting, grant guidelines, and Department of Finance Administration (DFA) requirements. Ensures the reconciliation of data obtained from accounting systems lacking an interface to the central accounting system, especially accounts receivable. Maintains communications with other departments to determine needs and address problems related to finance. Performs bi-weekly audit of time sheets to verify calculations and appropriate level of approval for time submitted for payment via payroll. Attends monthly lodgers' tax meeting, reports financial matters to the board and keeps apprised of issues relating to the lodgers' tax fund.

MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from an accredited college or university with a Bachelor's degree in accounting. Grant preparation experience preferred or a combination of education and experience will be considered. A CPA certification or must be actively striving to obtain the knowledge base equivalent to a CPA certification.

Skills, Knowledge and Abilities:

- (A) Thorough knowledge of generally accepted accounting theory, principals, and practices, internal control procedures, and bookkeeping and accounting procedures and systems, including computer applications.
- (B) Knowledge of principles and practices of administration and organizational theory.
- (C) Knowledge of research techniques, methods, and procedures.
- (D) Knowledge of research techniques, methods, and procedures.
- (E) Ability to analyze, interpret, and report research findings, recommend and take appropriate action.
- (F) Ability to prepare financial and administrative reports.
- (G) Ability to maintain effective accounting procedures.
- (H) Ability to carry out assigned projects to their completion.
- (I) Ability to work independently and to complete daily activities according to work schedule.
- (J) Ability to effectively communicate orally and in writing.
- (K) Ability to understand, follow and transmit written and oral instructions.
- (L) Ability to establish and maintain effective working relationships with Finance Department staff, other City Departments and general public.

LICENSING AND CERTIFICATIONS

- (A) Maintain any current licenses or certifications.
- (B) Ability to obtain any additional required licenses or certifications as per licensing authority.
- (C) Valid state issued drivers license.

Apply: Human Resources Department
City of Hobbs
200 E. Broadway
Hobbs, NM 88240
Voice: (575) 397-9230 FAX: (575) 397-9212
Email: personnel@hobbsnm.org