



## QUAY COUNTY GOVERNMENT

300 South Third Street

P.O. Box 1246

Tucumcari, NM 88401

Phone: (575) 461-2112

Fax: (575) 461-6208

### EMPLOYMENT OPPORTUNITY

#### **POSITION TITLE: Finance Director**

This position, under the direct supervision of the County Manager, will be responsible for the day-to-day operation of the Finance Department. Position directs fiscal and budget analysis activities, including supervision of accounting, auditing, budgeting, procurement, payroll, and inventory; manages the performance-based budget process and develops and analyzes administrative systems.

This position will require the attendance of out-of-town training and seminars.

**Salary: \$20-\$25/h DOE**

#### **Experience/Training/Education Requirements:**

1. College degree in finance/business or equivalent combination of certification, and experience in state or local government budget preparation, payroll, reports, contracts, and purchasing preferred.
2. Must have computer skills and be highly proficient in Microsoft Word and Excel.
3. Ability to read and write proficiently; make complex calculations and deal with public.
4. Valid NM State Driver's License and a good driving record.
5. Pass a Pre-Employment/Post-Employment Drug Test
6. Must be able to sit/stand for prolonged periods of time as well as light to moderate lifting (up to 50 pounds)

Applications may be obtained at the County Manager's Office 300 S. Third Street on the 3<sup>rd</sup> Floor and will be accepted until August 31, by 6 p.m..

To be published in QC Sun:

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August 23, 2023