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JOB DESCRIPTION

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| Title: Financial Accountant (CPA) | Department: City Clerk |
| Report To: City Clerk | Non-Exempt: Yes |
| Safety Sensitive: No | **Job Type: 90-Day Contract**  **Schedule: Weekdays, 32 hours a week**  **Work Setting: Office**  **Closing Date: 05/01/2025** |
| Last Edited Date: 04/2025 | Approved Date: 04/23/2025 |
| Classified: No | Pay: TBD |

The City of Moriarty is seeking a detail-oriented certified Financial Accountant to support key financial functions, including bank and general ledger, AP/AR journal entries, grants, loan, and asset reconciliations. This role requires strong organizational skills, attention to detail, and the ability to communicate effectively. The ideal candidate will have a solid foundation in local government accounting principles and a proactive approach to managing complex financial records and processes. The Financial Accountant will assist the team with day-to-day activities to minimize findings from internal and external audits to maintain high compliance standards. This contract is for an initial 90-day period run with the possibility to be extended or opened for hire.

**Main Goals:**

a. Work exclusively with the City’s Clerk Office to reconcile and adjust the general ledger, generate an operational budget and assist to prepare the City’s State of New Mexico Department of Finance and Administration (DFA) quarterly reports and monthly budgetary financial statements for the Governing Body and Department Heads.

b. Utilize CASELLE accounting software and other preparation software to organize documents and assist with the general accounting reconciling processes.

c. Act as a liaison with DFA budget and finance analysts during reconciliation and budget preparation process.

d. Act as a liaison with CASELLE financial software support to streamline accounting system.

e. Assist staff with accounting questions or other needs to establish accounting policies and procedures.

f. Provide advice, research materials, and recommendations in assistance with procedures.

**Tasks:**

* Assists in establishing day-to-day accounting internal controls, processes and procedures.
* Directs general ledger entries and general ledger reconciliation.
* Delivers General Ledger / Financial Statement budget analysis and maintenance.
* Evaluates revenue and expense processes to provide input on efficiency and accuracy.
* Assists in the preparation of financial statements and reports for review and analysis.
* Ensures compliance with GAAP and systems of internal controls.
* Assists in the preparation of focused reports as requested.
* Knowledge of Federal, State and Lodger’s tax reporting requirements.

**Qualifications:**

Bachelor’s degree in Accounting/Finance.

Minimum 4+ years of accounting experience with budget preparation/control of government entity financials

Strong knowledge of accounting principles and financial reporting

Proficiency in Excel and accounting software Caselle

Excellent analytical, problem-solving, and decision-making skills / High attention to detail, integrity, and confidentiality

**Preferred Skills:**

Experience with Government and municipal accounting protocols

Experience with Caselle accounting system

Experience with financial planning tools and dashboards