

FIXED ASSET AND INVENTORY ACCOUNTANT

The City of Carlsbad is accepting applications for the position of **Fixed Asset and Inventory Accountant**. Performs routine fixed asset and inventory transactions, reconciliations, and audits.

Routinely performs departmental fixed asset audits; performs fixed asset/general data entry, assigns fixed asset numbers and is responsible for tagging capital assets. Collaborates with other City employees in the management and maintenance of fixed assets. Responsible for fixed asset depreciation.

Responsible for city fleet insurance records and licensing requirements. Updating the insurance module with added and deleted assets throughout the year and updating asset values.

Responsible for the preparation of the annual asset certification per the New Mexico Audit Rule.

This role will also reconcile Water & Sewer inventory; add Golf Pro-Shop inventory to the golf pro-shop system, and reconciling weekly, monthly, and yearly pro-shop inventory reports.

May be assigned special projects or other duties.

Knowledge of generally accepted accounting principles. Knowledge of municipal financial reporting and records management. Knowledge of fixed asset procedures and documentation. Knowledge of office practices and procedures. Knowledge of departmental operations and functions. Knowledge of applicable PC software including Word and Excel.

Ability to utilize Excel at an intermediate level. Ability to establish and maintain effective working relationships with other staff, vendors, and the public. Ability to analyze financial data and identify variances and trends. Ability to follow and interpret oral and written instructions, policies and procedures. Ability to provide accurate and timely data. Ability to lift and move objects weighing up to 40 pounds.

Skill in operating a variety of office equipment and software including personal computers, printers, calculators, and telephones.

Qualifications: A minimum of two (2) years experience with fixed assets and inventory accounting. A Bachelor Degree in Accounting or related field is preferred. Computer experience required. Must possess a valid New Mexico driver's license

In addition to an excellent benefit package, starting hourly rate will be \$38.26. Additional pay increase available for applicants with advanced educational degrees.

To be considered for this position apply at the City Municipal Building, 101 N. Halagueno or respond to City of Carlsbad, Personnel Department, P.O. Box 1569, Carlsbad, NM 88221 or via email to hr@cityofcarlsbadnm.com. Applicants must include a City of Carlsbad employment application filled out completely. Resumes are not required, but may be included if desired. Deadline for applications is 5:00 p.m. on February 14, 2024.

EOE M/F/V/D