



# TORRANCE COUNTY

P.O. BOX 48, 205 Ninth Street, New Mexico 87016

Phone: 505.544.4757, Fax: 505.384.5294

[www.torrancecountynm.org](http://www.torrancecountynm.org)

## APPLICATION FOR EMPLOYMENT

### AN EQUAL OPPORTUNITY EMPLOYER

Applicants are considered for all positions without regard to race, color, religion, sex, national origin, ancestry, age, marital or veteran status, or the presence of a medical condition or disability (unless a bona fide occupational qualification for position).

NAME - Last	First	Initial	Home Phone:
ADDRESS - Street	Mailing		Business or Message Phone
City	State	Zip Code	Please list any different name you have used for school or employment

### EACH POSITION YOU APPLY FOR REQUIRES A SEPARATE APPLICATION

POSITION APPLIED FOR - Give exact title.

1. Title		
2. Do you have a valid NM driver's license?: Yes <input type="checkbox"/> No <input type="checkbox"/>	Number:	Commercial Driver's License ?: Yes <input type="checkbox"/> No <input type="checkbox"/> Class:
3. Sheriff/Dispatch Applicants only: Have you been convicted of a felony or misdemeanor? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, explain and provide dates:		
4. Have you previously worked or do you now work for Torrance County? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, provide dates: Employment records for former and current County employees will be made available to hiring officials upon request.		
5. Does Torrance County employ any relative of yours? Yes <input type="checkbox"/> No <input type="checkbox"/> If Yes, (1) Name: _____ (2) Name: _____ Relationship: _____ Relationship: _____		

### INSTRUCTIONS FOR COMPLETING THIS APPLICATION

The completion of this application represents your ability to provide written communication and follow directions. Incomplete or illegible applications will not be processed.

Attach a copy of your diploma, degree or appropriate transcripts to each application.

Type or print in dark ink. Copies are acceptable if each is clear, has an original signature, correct job title and contains required notarization and attachments. **DO NOT** submit a résumé in lieu of this application. Read the job specifications carefully for the position for which you are applying. Note the skills and knowledge required for the position and assure that you meet the minimum qualifications set forth on that announcement. Carefully complete each block of the Employment History section to fully describe your work or volunteer experience. Your qualification for a position will depend on your description of previous experience and its relevance to the position you are seeking.

NAME - Last	First	Initial
<b>EDUCATION, LICENSES, CERTIFICATIONS</b> Check (✓) and fill in appropriate areas		High School Graduate/GED Certificate? Yes <input type="checkbox"/> No <input type="checkbox"/> <b>ATTACH A COPY OF DIPLOMA OR CERTIFICATE</b>
<input type="checkbox"/> Vocational/Technical	Hours Completed	<input type="checkbox"/> Business College
<input type="checkbox"/> School - Major Field		<input type="checkbox"/> Major Field

**COLLEGE OR UNIVERSITY**

UNDERGRADUATE		GRADUATE	
School(s)		School(s)	
Major Field(s)		Major Field(s)	
Degree Earned	Date of Degree	Degree Earned	Date of Degree

**LICENSE OR CERTIFICATE**

1. License/Certificate issued by				2. License/Certificate issued by			
Field/Trade Specialization	Number	Date Issued	Exp. Date	Field/Trade Specialization	Number	Date Issued	Exp. Date

**NOTE: You MUST SUBMIT** required documents (copy of transcript, license, certificate) with each application.

State any additional information you feel may be helpful to us in considering your application:

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<b>SHERIFF AND/OR DISPATCH APPLICANTS ONLY</b>	
Are you age 21 or older? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Social Security Number _____	Driver's License Number _____ State _____
Are you willing to submit to a full background investigation? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to submit to a drug and alcohol screening? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to submit to psychological testing? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you willing to undergo various physical agility tests and submit to a full physical examination? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you currently or have you been previously certified?: Yes <input type="checkbox"/> No <input type="checkbox"/>	
If so, list agency: _____	

EMPLOYMENT HISTORY - A résumé will not be accepted in lieu of the employment application. Begin with current or most recent job or volunteer experience and work back. If more than one position has been held with the same employer, list each separately. Describe each different assignment in military service. Under "DUTIES" describe your job in sufficient detail so that we can determine not only your tasks, but the level of responsibilities.

**MAY WE CONTACT THE EMPLOYERS LISTED BELOW?  YES  NO**

If NO, explain: \_\_\_\_\_

<b>1</b>	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
<b>DO NOT WRITE IN THIS AREA</b>				
YEARS MONTHS				
Reason for Leaving:				

<b>2</b>	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
<b>DO NOT WRITE IN THIS AREA</b>				
YEARS MONTHS				
Reason for Leaving:				

<b>3</b>	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title		Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)			Place of employment (City and State) if different from employer's address	
Duties:				
<b>DO NOT WRITE IN THIS AREA</b>				
YEARS MONTHS				
Reason for Leaving:				

List three professional references (Other than former employers or relatives) List Only those you will permit us to contact.

NAME	ADDRESS	PHONE	PROFESSIONAL RELATIONSHIP
1.			
2.			
3			

**SIGNATURE** - Please read before signing

I hereby certify that this application contains no willful misrepresentation(s); and that should any investigation disclose misrepresentation or falsification, my application will be rejected; my name removed from consideration for employment and I may be dismissed if employed. I hereby authorize Torrance County to investigate the information contained herein and contact those previous employers I have approved.

Sign Here in Ink

Date

**THE SELECTION PROCESS.** Upon the closing date of the announcement, the Human Resources Office will review all applications received to determine if applicants meet the minimum qualifications for the position. The qualifying applications are then delivered to the selecting official(s) for selection of interviewees. If you are selected for an interview, you will be contacted by the Human Resource Office. After all interviews have taken place and an applicant has been offered and accepted the position, the remaining applicants will be contacted by telephone or letter to be informed that the position has been filled.

## CONTINUATION SHEET FOR EMPLOYMENT HISTORY

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
Reason for Leaving:				<b>DO NOT WRITE IN THIS AREA</b>
				YEARS          MONTHS

	Employer's Name	Kind of Business	From (Mo/Yr)	To (Mo/Yr)
Employer's Address		Street/Mailing		Supervisor's Name and Telephone Number
Your Job Title	Check (✓) one: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time Hours per week: _____		Current or Last Hourly Pay \$	
If you supervised employees, indicate number and give dates # From (Mo/Yr) To (Mo/Yr)		Place of employment (City and State) if different from employer's address		
Duties:				
Reason for Leaving:				<b>DO NOT WRITE IN THIS AREA</b>
				YEARS          MONTHS



**FAIR CREDIT REPORTING ACT  
DISCLOSURE STATEMENT**  
Employment or Insurance Purposes

Torrance County, when considering your application for employment or insurance, when making a decision whether to offer you employment or insurance, when deciding whether to continue your employment or insurance, and when making other decisions directly affecting you, may wish to obtain and use a "consumer report" from a "consumer reporting agency". These terms are defined in the Fair Credit Reporting Act ("FCRA"), which applies to you. You are a "consumer" with rights under the FCRA.

A "consumer" is an individual.

A "consumer reporting agency" is any person or business which for monetary fees, dues, or on cooperative nonprofit basis, regularly engages in whole or in part in the practice of assembling or evaluating consumer credit information or other information on consumers for the purpose of furnishing "consumer reports" to others, and which uses any means or facility of interstate commerce for the purpose of preparing or furnishing "consumer reports".

A "consumer report" is any written, oral, or other communication of any information by a "consumer reporting agency" bearing on a consumer's credit worthiness, credit standing, credit capacity, character, general reputation, personal characteristics, or mode of living which is used or expected to be used or collected, in whole or in part, for the purpose of serving as a factor in establishing the consumer's eligibility for employment purposes or other purposes authorized under the FCRA.

If Torrance County obtains a "consumer report" about you, and if, based on any information in the consumer report, Torrance County makes a decision for employment, insurance or credit purposes that directly and adversely affects you, you may be provided with a copy of the "consumer report". You may also contact the Federal Trade Commission about your rights under the FCRA as a "consumer" with regard to "consumer reports" and "consumer reporting agencies".

Torrance County has contracted with SAMBA Holdings, Inc. to provide records. SAMBA furnishes information as available from state and national agencies. SAMBA does not issue an opinion on the information provided, or participate in any action or decision based on the information provided. SAMBA may be contacted in writing concerning a consumer report about you:

In writing:

SAMBA Holdings, Inc.  
1730 Montano NW Suite F  
Albuquerque, NM 87107

By phone:

1-800-947-2622

## RELEASE OF INFORMATION FORM

Applicant: I give all prior employers permission to release to Torrance County information in my personnel file regarding the following areas of my previous employment.

[Please specify some or all]

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Date of Hire                | <input type="checkbox"/> Date of Termination                  | <input type="checkbox"/> Beginning Salary  |
| <input type="checkbox"/> Ending of Salary            | <input type="checkbox"/> Attendance Records                   | <input type="checkbox"/> Tardiness         |
| <input type="checkbox"/> Vacation Time               | <input type="checkbox"/> Sick Leave Time                      | <input type="checkbox"/> Leave Without Pay |
| <input type="checkbox"/> Performance Evaluations     | <input type="checkbox"/> Disciplinary and Termination Records |  |
| <input type="checkbox"/> Workers' Compensation Leave |   |  |

I hereby release and discharge all prior employers from all claims or actions for loss, liability, damage, or expense which I now have or which may hereafter arise from the making of any inquiries about me or the furnishing of any information about me in connection with my application for employment with Torrance County.

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_



Public and Private Record Release
Employment or Insurance Purposes

The Fair Credit Reporting Act (FCRA) allows Torrance County to gain access to Public and Private records with my permission for employment or insurance purposes.

By signing this release:

I hereby give permission to Torrance County to investigate my driving and/or criminal history for purposes allowable under the FCRA.

I understand that my eligibility for employment and/or continued employment is contingent upon Torrance County gaining access to these records.

I confirm that I have read and understand the "Fair Credit Reporting Act Disclosure Statement" provided to me by Torrance County.

I authorize Torrance County to periodically receive these records, and such authorization will remain in effect for one year or for the duration of my relationship with Torrance County, whichever period is longer.

Signature, Date, Social Security Number (For Criminal Records Only), Printed Name (as it appears on drivers license), Driver License Number, Date of Birth - Month/Day/Year, Circle Gender M or F

SUBSCRIBED AND SWORN BEFORE ME THIS

DAY OF, 20

NOTARY PUBLIC

My commission expires: , 20

(Seal)





Request for Background Check

Account #013415

Social Security Number

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Date of Birth

MONTH		DATE		YEAR					

<b>First Name</b>	<b>Middle Name</b>	<b>Last Name</b>
<b>Other Names Used</b> (maiden name, AKA names, etc.)		

<b>Current Residential Address</b>		
<b>City</b>	<b>State</b>	<b>Zip Code</b>

List each CITY, STATE and ZIP CODE (if known) where you have lived during the past seven years:

City	State	Zip Code	From Date	To Date	
					[ ]
					[ ]
					[ ]
					[ ]
					[ ]

<b>Driver's License Number</b>	<b>State of Issue</b>
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**DISCLOSURE REGARDING BACKGROUND INVESTIGATION**

**Torrance County** ("the Company") may obtain information about you from a third party consumer reporting agency for employment purposes. Thus, you may be the subject of a "consumer report" and/or an "investigative consumer report" which may include information about your character, general reputation, personal characteristics, and/or mode of living, and which can involve personal interviews with sources such as your neighbors, friends, or associates. These reports may contain information regarding your credit history, criminal history, social security verification, motor vehicle records ("driving records"), verification of your education or employment history, or other background checks. Credit history will only be requested where such information is substantially related to the duties and responsibilities of the position for which you are applying.

You have the right, upon written request made within a reasonable time, to request whether a consumer report has been run about you, and disclosure of the nature and scope of any investigative consumer report and to request a copy of your report. Please be advised that the nature and scope of the most common form of investigative consumer report is an employment history or verification. These searches will be conducted by Universal Background Screening, Inc., Post Office Box 5920, Scottsdale, AZ 85261, 1-877-263-8033, [www.universalbackground.com](http://www.universalbackground.com). The scope of this disclosure is all-encompassing, however, allowing the Company to obtain from any outside organization all manner of consumer reports throughout the course of your employment to the extent permitted by law.

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Signature

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Date



## **Torrance County**

### **Job Description**

**Job Title:** Finance Director

**Department:** Finance

**Reports Directly to:** County Manager

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We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic information & Testing, Family & Medical Leave, Protected Veteran status, or any other characteristic protected by law. We prohibit retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

#### **Summary:**

Under the general direction of the County Manager, this position is responsible for the overall operation of the Finance Department. Position manages and coordinates all financial operations for Torrance County, to include budget preparation and management, general accounting, accounts payable, accounts receivable, payroll, internal controls and audit planning. Duties include oversight of accounting duties for the county, ensuring that all functions are in compliance with local, State and Federal laws and regulations. Prepares annual fiscal budget for submission to the BOCC and the New Mexico State Department of Finance and Administration. Monitors department budgets and spending activity to ensure compliance with budgetary constraints for fiscal year. This employee works closely with the County Manager and County Treasurer. Employee may be required to work irregular hours, attend job related meetings/trainings, both in and out of state, and perform other tasks as assigned.

#### **Responsibilities:**

- Maintain current budget
- Work directly with the Treasurer to assure account balances
- Report to the County Commission on accounts payable
- Ensure that Finance Office operates under recognized accounting practices
- Responsible for receipt of and payment of incoming invoices
- Ensure resolutions are prepared for Commission Meetings that pertain to finance

- Correspond with DFA and Taxation and Revenue
- Submit annual audit to State Fire Marshall's Office
- Issuing and reporting of 1099's
- Ensure payment of contracts and loans
- Maintenance of appropriations
- Must maintain annual training requirements and participate in courses provided by New Mexico Department of Finance and the New Mexico Association of counties. Must be bondable.
- Supervise the staff of the Finance Department, including training, coaching, discipline, performance reviews, policy and practices and operational procedures.
- Monitors and compares the annual expense and revenue budget versus actuals, prepares resolutions for adjustments to the county budget in accordance with the state law.
- Conducts periodic audits of various county programs, utility bills, and other areas that need periodic review to insure proper expenditures.
- Responsible for finance-related correspondence between the County, the State Department of Finance and Administration and other agencies.
- Prepares and maintains general ledger and chart accounts
- Prepares and organizes policies, systems, procedures and practices necessary to the successful operation of the financial systems, including appropriate internal controls.
- Prepares the annual financial statements in compliance with the Governmental, Accounting, Auditing and Financial Reporting (GAAFR) standards.
- Performs the basic tasks for recommending the selection of an external audit firm for the subsequent approval by the County Manager and the Commission.
- Assists the auditors during the audit of the County financial records and follows up on findings to improve the financial systems.
- Prepares and maintains long-range financial projections for the County Manager and Commission to use as decision-making tools.
- Reconcile all funds to the County Treasurer's report, verifying trial balance with the financial reports and other related reports.
- Manage year-end audit process including preparation of annual or fiscal year closeout report for the year-end audit.
- Obtain information for all Capital Outlay items, complete inventory sheets, and records fixed assets additions and/or deletions.
- Supervises records retention/disposition of County Finance records
- Must comply with the county Personnel Policy, Purchasing Policy and other Policies as approved by the Board of Commission.
- Employee must perform all duties with minimal supervision. Employee may be required to work irregular hours, attend job-related meetings and perform other duties as assigned.
- Develops and prepares the county-wide budget; coordinates budget development process with various county department heads; forecasts revenues and expenditures; manages submission of the annual budget and quarterly reports to the State on a timely basis; provides the County Manager, Commission and department heads with information and recommendations for efficient fiscal administration; recommends rules, regulations, policies and procedures and

implements the same upon approval; assures county fiscal activities conform to statutory and generally accepted accounting principles.

- Coordinates annual external audit; manages preparation of the financial statements in accordance with Generally Accepted Accounting Principles for the external audit; directs and coordinates year-end closing functions; posts fund transfers, posts auditors entries, posts adjusting journal entries; prepares and publishes annual financial report and historical reports; serves as internal auditor; examines and verifies the accuracy of all reports, bonds, papers, vouchers and accounts including various federal funding accounts; monitoring billing and collection procedures and assures county-wide compliance to establish budgets;
- Coordinates County bond issues with financial advisors, underwriters, fiscal agents, and bond counsel; ensures that future bond issues are secured at reasonable rates and that a satisfactory credit rating is maintained by analyzing and monitoring the County's revenue and expenditure status; ensures compliance with the County's bond ordinances and SEC rules.
- Directs and manages financial and accounting activities related to grants awarded to the county; assures proper and timely reporting of fund utilization; assures compliance with grant stipulations and requirements; coordinates timely requests for grant disbursements for various programs; oversees financial administration of special funds or accounts, i.e., Fire Protections Funds, EMS Funds and Fire Excise Funds as allocated to Fire Districts.
- Oversees accounts payable and receivable processes; plans, organizes and supervises the process for receiving and disbursing county finances as well as maintaining complete and accurate records of all financial transactions; creates accounts and sub-accounts as needed to monitor fund allocations and disbursements; monitors and reviews fund balances; directs or delegates the preparation of billings for customer accounts, i.e., rental payments, fines, fees and various charges billed to outside agencies.
- Oversees purchasing director and ensures compliance with the State Procurement Code. Must obtain New Mexico Certified Public Purchasing Professional Certification (NMPP) within 6 months of start date.
- Oversees and directs the management of payroll processing and accounting; assures proper withholding and payment of state and federal payroll taxes; assures all payroll actions are supported by proper documentation and authorization; monitors the creation of various payroll reports and reviews for quality and accuracy; directs or delegates the management of various employee benefit accounts, i.e., health, life and disability programs; may negotiate with benefit vendors to secure desirable premiums and coverage.
- Serves as a member of various staff committees as assigned; provides staff support to various boards and commissions, as assigned.

**KNOWLEDGE & SKILLS:**

- Professional behavior and positive attitude
- Thorough knowledge of generally accepted government accounting principles practices and procedures (GAAFR, GAAP and GASB); public finance and fiscal planning, bond issuance, federal arbitrage regulations, and IRS and SEC rules and regulations;
- Knowledge of county organizations and department operations including applicable laws and regulations; internal control principles and methods of application; budgeting, accounting and

related statistical procedures; knowledge of payroll procedures, IRS rules and regulations pertaining to payroll;

- Knowledge of New Mexico State Procurement Code rules and regulations,
- Knowledge of various revenue sources available to local governments including state and federal sources; procurement policies and practices;
- Knowledge of general office maintenance and practices; basic personnel management practices and procedures; computer accounting applications and various software financial programs; business and technical writing; operation of standard office equipment; mathematics and advanced accounting; interpersonal communication skills and telephone etiquette; public relations.
- Considerable knowledge of computer technologies.
- Ability to prepare and effectively use spreadsheets, databases, financial analysis, internal audits, budgets and grant applications/reports.
- Ability to evaluate financial system, formulate and implement accounting systems, methods, procedures, forms, and records as needed.
- Ability to organize, direct and evaluate the work of employees in the specialized field of accounting in an automated environment.
- Ability to design and prepare analytical, interpretive financial statements, and official annual financial statements using Governmental Accounting, Auditing, and Financial Reporting (GAAFR) standards.
- Ability to manage multiple projects and priorities concurrently.
- Ability to conduct long range fiscal and program planning, including Infrastructure Capital Improvement Planning.

**Minimum Qualifications:**

- Must possess a High School Diploma/GED
- Must be 18 years or older with a NM Driver's License.
- Bachelor's Degree or equivalent in the field of finance or closely related field or 5 years of supervisory experience in governmental finance.

**The duties listed above 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 logical assignment to the position.**

**EMPLOYEE DECLARATION**

I have read the above position specifications. I understand the demands and expectations of the position described and, to the best of my knowledge, believe I can perform these duties.

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**Printed Name**

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**Signature**

**Date**