



## JOB DESCRIPTION

Job description statements are intended to describe the general nature and level of work being performed by employees assigned to this job title. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required.

<b>EFFECTIVE DATE:</b>	<b>April 22, 2022</b>
<b>JOB TITLE:</b>	Assistant Finance Officer
<b>DEPARTMENT:</b>	Finance
<b>REPORTING RESPONSIBILITY:</b>	Municipal Finance Officer
<b>SCOPE OF SUPERVISION:</b>	As assigned.
<b>FLSA CLASSIFICATION:</b>	Exempt
<b>GRADE:</b>	45

**I. JOB SUMMARY:** Under direct supervision of the Municipal Finance Officer performs various accounting duties for the City, Crime Control and Prevention District including creating and posting entries to the general ledger, reconciling accounts, bank deposits and statements, preparing tax reports, preparing analyses of expenditures and revenues, and compiling financial statements as well as budget work, and assistance to Municipal Finance Officer as needed.

**II. JOB REQUIREMENTS:**

**A. EDUCATION AND/OR EXPERIENCE:** Bachelor's Degree in Accounting, Finance or related field and 5 years general ledger accounting experience.

**B. CERTIFICATES, LICENSES, REGISTRATIONS:** preferred experience with Incode Software, ADP. MS Word and Excel required.

**C. CONTINUING EDUCATION:** N/A

**D. SKILLS:**

**1. READING:** Ability to read and comprehend simple to complex instructions. Technical reports, manuals, correspondence and memos, office communications, policies and procedures.

**2. WRITING:** Ability to communicate effectively in writing.

3. **MATH:** Operation of calculator and computer.
4. **REASONING:** Constantly make decisions, analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Skill in organizing resources and establishing priorities.
5. **SPEAKING:** Effective verbal communication skill required.
6. **SUPERVISORY:** In absence of the Municipal Finance Officer supervise the Finance Department operations.
7. **MANAGERIAL:** acts in lieu of finance officer when needed
8. **INTERPERSONAL:** Interact with staff, Mayor, City Council, other agencies and the general public, clear verbal communication required.
9. **OTHER JOB SKILLS:** Must be computer literate with experience in Microsoft and Incode programs and have the ability to key in data, type and operate a computer keyboard.

### III. **ESSENTIAL JOB FUNCTIONS:**

#### **A. GENERAL LEDGER WORK**

1. With appropriate supporting documentation prepare journal entries relating to amortization, depreciation, accruals, and a variety of other information. Ensure that entries align with generally accepted accounting principles.
2. On a regular basis reconcile accounts with the general ledger. Ensure that all entries are accurate and that transactions are reported in accordance with accounting standards and government regulations. When errors are found, make changes as necessary.
3. At the end of the month or year record information such as accrual, deferral, reclass, and interdepartmental entries into the city's accounting ledger. Perform account analysis to make sure that entries and balances are correct.
4. Analyzing and interpreting financial information, provide assurance that information complies with professional and regulatory standards. Ensure that data supports budgeting and forecasting requirements and provide solutions to control issues.
5. Check that data is accurate. Conduct audits to maintain truthful and precise data in documents.

**B: BANK DEPOSITS**

1. Prepare daily deposits and end of month reconciliations.
2. Resolve discrepancies/ errors by operators of cash collection system.

**C: PAYROLL**

1. Reconcile monthly TMRS retirement report and check.
2. Reconcile quarterly TWC & 941 payroll reports.

**D: FIXED ASSETS**

1. Record fixed asset acquisitions and dispositions in the accounting system.
2. Track the compilation of project costs into fixed asset accounts, and close out those accounts once the related projects have been completed.
3. Reconcile the balance in the fixed asset subsidiary ledger to the summary-level account in the general ledger.
4. Calculate depreciation for all fixed assets.
5. Conduct periodic physical counts of fixed assets.
6. Prepare audit schedules relating to fixed assets and assist the auditors in their inquiries.

**E: MONTHLY SALES TAX REPORT**

**F: MONTHLY BANK RECONCILIATIONS**

**G: BUDGET ASSISTANCE**

**IV. OTHER JOB FUNCTIONS:**

And any other duties/special projects as assigned by Municipal Finance Officer

- V. WORKING CONDITIONS AND JOB DEMANDS:** Work may, on occasion, involve exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises. Work

environment involves minimal exposure to physical risks, such as operating dangerous equipment or working with chemicals.

<b>JOB DUTIES</b>	<b>PERCENT OF TIME</b>	<b>STRENGTH</b>	<b>PHYSICAL DEMAND</b>
<b>ESSENTIAL FUNCTIONS</b>	90	L,S	A,B,C,D,E,F,G,H,I,J,K, M,N,Q,R,S
<b>OTHER JOB FUNCTIONS</b>	10	L,S	A,B,C,D,E,F,G,H,I,J,K M,N,Q,R,S

ESSENTIAL FUNCTIONS - LISTED IN DESCENDING ORDER OF FREQUENCY; IN THE STRENGTH COLUMN, S= SEDENTARY, L= LIGHT, M= MEDIUM, H= HEAVY, VH= VERY HEAVY.

PHYSICAL DEMANDS - SEE CODE LISTED IN PHYSICAL DEMAND COLUMN; A= STANDING, B= SITTING, C= WALKING, D= LIFTING, E= CARRYING, F= PUSHING/PULLING, G= REACHING, H= HANDLING, I= FINE DEXTERITY, J= KNEELING, K= CROUCHING, L=CRAWLING, M= BENDING, N= TWISTING, O= CLIMBING, P= BALANCING, Q= VISION, R= HEARING, S=TALKING, T= FOOT CONTROLS, U= OTHER

- VI. NON-PHYSICAL DEMANDS:** Change of tasks, performing multiple tasks simultaneously and working with others as part of a team, noisy/distracting environment, irregular schedule/overtime and tedious exacting work.
- VII. MACHINES, TOOLS, EQUIPMENT AND WORK AIDES:** City vehicle, computer workstation and/or laptop, phone, copier and fax.

**I HAVE REVIEWED THIS JOB ANALYSIS AND FIND IT TO BE A FAIR DESCRIPTION OF THE JOB DEMANDS.**

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HR Signature

Date

Employee Signature

Date