

HEWITT TEXAS

Job Title: Finance Assistant
Department: Finance
Location: City Hall
Reports to: Finance Director
Date: 4/30/2018

Grade: 13	Type of Position: <input checked="" type="checkbox"/> Full-Time <input type="checkbox"/> Part-Time <input type="checkbox"/> Seasonal <input type="checkbox"/> Intern	Classification: <input type="checkbox"/> Exempt <input checked="" type="checkbox"/> Non-Exempt	Safety Sensitive: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
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Job Summary: Under the general supervision of the Finance Director, the Finance Assistant is responsible for performing a wide variety of both routine and complex financial work, including calculations, verification, data entry, and record maintenance. The Finance Assistant specifically coordinates and manages City payroll. Other responsibilities include support of employee portal, accounting functions, cash management, and benefits administration.

Essential Functions: Support and assist the Finance Director in the administration of the Finance Department. Communicate with employees at every level concerning the needs and actions of the Finance Department. Complete preparatory work for the annual budget.

Perform a wide range of recordkeeping and payroll processing activities. Establish and maintain city payroll and time/attendance records and payments, and process garnishments and levies as necessary. Perform a wide variety of data entry, including utility billing cash receipts, journal vouchers, cash book entries, bank drafts, investment tickets, timesheets, and other related items, as well as data for court ordered/mandatory wage garnishments, insurance deductions, student loans, and child support. Audit records for accuracy compliance with established City standards as well as state and federal laws and regulations. Interpret and explain payroll policies and procedures whenever necessary. Ensure payroll changes are supported by accurate documentation and publicity. Research, compile, and reconcile payroll issues.

Support the integrity of the city's finances through various accounting activities. Maintain financial security by following internal accounting controls. Maintain general ledger accounts through reconciliation of accounts payable, original entry of deposits and daily activity in utility billing, permits, and municipal court, and data entry to record, post, and journalize incoming and outgoing payments. Audit accounts to verify deposits

and payments. Perform month-end activities, including reconciliation of liability accounts, closing entries, and cash transfers. Assist auditors in the year-end audit process through record production and analysis. Coordinate management and distribution of purchase cards. Ensure documentation is provided for processing purchase orders for payments and ensure payments are processed. Close out purchase orders once completed.

Process all new hires through preparation of paperwork for distribution to new employees, verification of all new hires into the payroll system as entered by Human Resources, and administration of employee benefits. Process changes to employee benefits from both internal sources and external entities. Reconcile and update monthly insurance billings from various insurance companies. Process changes to direct deposits, allotments, and any other changes to deductions and benefits. Provide oversight and monitoring of the flexible spending accounts. Provide technical support for employee portal, STW access and application training. Answer questions from employees on payroll and other systems.

Prepare and maintain reports and other forms of financial information for use by City employees and other necessary individuals or entities. Maintain the Finance Department through processing of department mail, stocking of office supplies, and clerical activities such as copying, faxing, and filing.

Perform other related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competencies: Knowledge of accounting and payroll systems, principles, and procedures, as well as any pertinent federal, state, and local regulations. Knowledge of number systems and mathematical principles. Knowledge of basic office equipment and computer software. Skilled in data entry and writing of exports and other forms of written information. Excellent organizational skills and flexibility. Ability to prioritize work and plan activities, anticipating necessary tasks. Ability to communicate effectively, concisely, and in a courteous manner, conveying personability, accessibility and self-confidence. Ability to work under pressure. Ability to multi-task in a fast-paced environment. Ability to research and analyze complex payroll issues. Ability to establish and maintain effective working relationships.

Required Education, Experience, and Qualifications: High school diploma or GED required. A minimum of three (3) years of experience handling payroll, insurance, or accounting responsibilities.

Preferred Education, Experience, and Qualifications: Additional coursework in Finance, Accounting, or a related field preferred.

Physical Requirements: Overall Strength Demands: The following describes the overall strength demand of the functions performed by the incumbent during a typical workday.

Sedentary <input type="checkbox"/>	Light <input checked="" type="checkbox"/>	Medium <input type="checkbox"/>	Heavy <input type="checkbox"/>	Very Heavy <input type="checkbox"/>
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10 to 20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Physical Demand Codes: The following describe if the incumbent is expected to exert the following physical demands during a typical workday and the overall frequency.

Frequent reaching, sitting, standing, walking, talking, seeing, hearing, and manual dexterity. Occasional lifting and carrying up to 25 pounds.

Machines, Tools, and Equipment: Requires frequent use of personal computer, including Microsoft Office, database and spreadsheet programs, calculator, telephone, copy machine, and fax machine.

Expected Hours of Work: Days and hours of work are Monday through Friday, 8 a.m. to 5 p.m. Occasional evening and weekend work may be required as job duties demand.

Work Conditions/Environmental Factors: Generally works in a climate controlled indoor environment. May be exposed to dust and odors.

This job description is not an employment agreement, contract agreement, or contract. Management has exclusive right to alter this job description at any time without notice

Employee Print Name: _____ Date: _____

Employee Signature: _____