



FINANCE CLERK 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.

GENERAL SUMMARY:

The Finance Clerk is under the general supervision of the Finance Director. The Finance Clerk is responsible for accounts payable, cash receipts, accounts receivable, check processing, billing, collections, payroll, other accounting related functions, and other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED:

This position receives direct supervision from the Finance Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

May include, but are not limited to, the following:

Accounts Payable Duties:

1. Create new vendor accounts for purchasing.
2. Review all incoming documentation (invoices, expense reports, check requests, etc.) to ensure that complete and accurate information is provided, including appropriate authorization, account coding, payment information, and payment due dates.
3. Enter and process all payables, create, and audit the bimonthly check run.
4. Audit all procurement card transactions to verify appropriate documentation has been provided for each transaction.
5. Communicate frequently with outside vendors both verbally and in writing on matters relating to accounts payable invoices and procurement card receipts; acts as a liaison between departments and vendors.

Cash Receipts/Accounts Receivable Duties:

1. Collect, prepare, and audit deposits of monies for a daily deposit from and maintain various computerized spreadsheets detailing deposits. Compute and reconcile daily cash receipts and resolve cash collection issues.
2. Process daily cash receipt entries for payments received and upload cash receipts into the City's financial software.
3. Act as the third contact for the front counters. (Utilities & Court)

Payroll:

1. Prepare bi-weekly payroll along with associated records and files to ensure accuracy and timeliness of payroll activities and payroll-related reports. (TMRS, IRS, TWC)
2. Process payroll in FundView software.

Auditing:

1. Assist in pulling details for the audit requests.
2. Reconciliation of various bank accounts.
3. Assist in fulfilling public information requests that pertains to the finance office.

Other Duties and Responsibilities:

1. Participate in special projects, initiatives, and provide general support to other departments as needed.
2. Establish and maintain effective working relationships with other city employees, council members, and the public.
3. Perform other duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Must be a United States citizen
- Must be at least 18 years of age
- Associate degree from an accredited college or university with 24-hours of coursework in accounting, finance, or closely related field. Experience may be substituted for degree requirements.
- Minimum of two (2) to four (4) years of increasingly responsible experience in finance and accounting, including experience in municipal fund accounting.
- Cash handling, depository, and general ledger accounting knowledge or experience.
- Acute attention to detail and a dedication to providing high-quality work products
- Must be customer service and people oriented
- Must be capable of performing all essential job functions
- Must possess the mobility, vision, hearing and dexterity levels appropriate to work in a standard office setting and use standard office equipment
- Possess and maintain valid, current Texas driver license with acceptable driving record
- Must be available to work 8:00 a.m. to 4:30 p.m. Monday through Friday and evenings and weekends as required
- Must be skilled in general office procedures, cash handling, typing and computer skills in working with Microsoft Word, Excel, PowerPoint, Outlook and Internet search tools
- Must be extremely organized, be able to maintain confidentiality, have the ability to multi-task and perform simultaneous clerical functions

To perform the responsibilities of this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills and abilities required.

Knowledge of:

Modern office procedures, methods, and equipment. Basic municipal government practices and operations. Public relations and customer service practices and procedures. Records management and filing principles and practices. Computer data entry, filing, and cash handling procedures. Basic utility billing procedures. Proper phone etiquette and message taking procedures. Methods and practices of financial and statistical record keeping and reporting. Pertinent federal, state and local laws, codes and regulations.

Skills/Ability to:

Perform duties under minimal supervision. Ability to be punctual and attend work regularly. Demonstrate effective communication of ideas both verbally and in written form using the English language. Communicate in the English language under strained circumstances. Demonstrate basic mathematical ability in addition, subtraction, multiplication and division. Type and operate a computer. Sit, stand, walk, bend, twist, kneel, reach, push, pull, drag, and/or lift items, listen in person and over the telephone, communicate orally and use hands and fingers to handle, feel or operate standard office equipment. Become proficient in the use of Fundview software. Ability to learn new skills and techniques. Prepare clear and concise reports. Maintain accurate record keeping, organization, and maintenance of files. Perform data entry and inquiry functions at an acceptable level of accuracy and speed. Perform multiple tasks simultaneously, accurately and efficiently and be flexible as priorities change. Ability to maintain a professional, polished manner and a pleasant tone of voice when dealing with the public even in emotional, high stress situations. Possess a high level of customer service and pay strong attention to detail. Effectively interact with coworkers to accomplish work. Work in a stressful environment and get along with the public and co-workers. Show independence and autonomy. Make quick and sound decisions in stressful situations. Effectively meet deadlines. Ability to accept responsibility and account for his/her actions. Understand and follow City/Departmental policies, rules and regulations and carry out oral and written instructions.