

**City of Dalworthington Gardens  
Job Description**

**Job Title:** Finance Assistant  
**Pay Range:** \$26.50/hr - \$28.85/hr DOQ  
**Department:** Finance  
**Reports To:** Finance Director  
**Work Location:** City Hall, 2600 Roosevelt Drive

*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:**

Under general direction of the Finance Director, promptly and accurately prepare reconciliations of all City bank accounts, pooled cash funds, credit card statements, various subledgers and general ledger accounts. Prepare journal entries as needed to record financial transactions. Process accounts payable and accounts receivable documents. Maintain working knowledge of and effectively apply generally accepted accounting principles (GAAP). Perform other related work as required.

**Status/Schedule:**

Full-time, non-exempt, at will. Monday through Friday, 8:00a.m. to 5:00 p.m.

**A. Job Duties and Responsibilities:**

- Reconcile bank statements and credit card transactions, and bank account activity daily against deposits made from multiple business locations.
- Record and reconcile ACH transactions, wire transfers, returned checks and other financial transactions.
- Assist with payroll processes.
- Reconcile various subledgers to the general ledger, and various general ledger accounts as directed.
- Assist in the preparation of annual financial statements.
- Maintain working knowledge of and effectively apply generally accepted accounting principles (GAAP).
- Research stale-dated checks and make recommendations for disposition.
- Assist Finance Director on projects, as needed.
- Prepare various journal entries as required.
- Assist with monthly/quarterly close process ensuring all entries are accurate and processed timely for assigned areas. Extended periods of work may be required during financial reporting close.
- Receive and process timely payment of all accounts payable invoices and accounts receivable, requisitions, purchase orders, receipts, and vendor information in a semi-paperless environment.
- Verify invoices and purchase orders to ensure completeness and accuracy prior to payment.
- Detect and solve problems with incorrect orders, invoices, and shipments as needed.
- Contact department personnel and vendors to correct or obtain information needed.
- Maintain vendor files and set up new accounts and make changes as needed.
- Process all IRS forms annually.
- Assist with assembling and compiling information as directed for external auditing purposes.

- May assist with preparation of City's annual budget or supporting schedules; the City's Annual Comprehensive Financial Report or support schedules and work papers.
- Communicate courteously and effectively with other city employees, officials, and the public. Coordinate effectively with coworkers and personnel from other departments.
- Effectively use personal computer, financial, word processing, and other software.
- High level of ethics, professionalism and discretion required.
- Regular and consistent attendance for the assigned work hours is essential.
- Must be detail oriented.
- Sort and file various records accurately.

**B. Required Knowledge, Skills, and Abilities:**

- Considerable knowledge of accounts payable and accounts receivable principles and practices.
- Proficient skills in Excel, Word, Outlook Email, and Adobe.
- Skills in learning new software in a timely manner in an efficient enough matter to complete job duties.
- Ability to work independently in a fast-paced environment with changing priorities, and meet goals and deadlines.
- Ability to add, subtract, multiply, and divide; calculate decimals and percentages;
- Strong analytical skills and accounting technical knowledge.
- Good working knowledge of generally accepted accounting principles (GAAP) is required.
- Must be able to perform with minimal supervision.
- Must have effective oral and written communication skills.
- Must be able to sit and use computer for extended periods of time.
- Must be able to coordinate and work effectively with others in a small team environment to meet deadlines on projects.

**C. Education and Experience:**

High School Diploma or GED with three or more years of accounting experience; Bachelor's or Associates degree in Accounting, preferred; OR Any equivalent combination of education, training and experience demonstrating the required knowledge, skills, and abilities to perform the duties will be considered.

**D. Conditions of Employment:**

Must pass a pre-employment drug screen, criminal background check, and driving record check. Must have and maintain a valid Texas driver's license throughout employment with an acceptable driving record.

**E. Physical Demands / Work Environment:**

The employee works within a normal office environment, with occasional work to take place in storage/records retention areas of the City. The employee may perform repetitive activities, work with time sensitive projects, and normal office distractions (telephone calls, interruptions, disturbances, etc.). While performing the duties of this job, the employee is regularly required to sit; handle, or feel and talk or hear. The employee may be required to carry, hold, lift, push and pull a minimum of 35 pounds of computer papers. Keep assigned areas clean; retrieve records and/or supplies from storage room.

*This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.*

**Benefits included:**

- 20-year retirement plan with the Texas Municipal Retirement System
- 5-year vesting and a 2:1 City match
- Life insurance (1x salary)
- Paid long-term disability and short-term disability
- 100% paid health insurance for employee, with 50% paid dependent coverage
- Health Savings and Health Reimbursement plans offered
- Flexible spending account
- Voluntary Dental, Vision and Life Insurance
- Paid vacation
- Paid sick leave
- Longevity pay
- 13 holidays, which includes 1 floating holiday