

CITY OF WALLER JOB DESCRIPTION

Job Title: Finance Officer

Non- Exempt

Reports To: City Secretary

Department: Administration

JOB SUMMARY

Under the direction of the City Secretary, the Finance Officer leads the overall financial activity of the City in accordance with generally accepted accounting principles, including accounting, budget preparation, audit preparation, cash management, deposits, accounts receivable, accounts payable and payroll, city insurance policies, including property and liability, workers compensation and unemployment insurances; and employee health and life insurance programs. Oversees the city's debt service, investment funds and coordinates all budgeting functions with the City Secretary and Department Heads; provides timely and informative reports and statements to the City Secretary and City Council. Performs other duties as required.

Uses/requires office skills to handle: customer service/communications (internal and external), file organization and management, computer skills including data entry, word processing, spreadsheets, data bases, and graphics software, mathematical computation, report and letter preparation, and decision making within scope of responsibility.

Attendance is an essential function of this position. The City reserves the right to require an employee in this position to work overtime. This position provides services or performs duties for the benefit of the general public during emergency situations. These may include services or duties different from those performed in the usual course and scope of your job. In the event of an evacuation, the incumbent in this position may be required to remain to perform needed services.

DUTIES AND RESPONSIBILITIES

The duties described below are indicative of what a Finance Officer may be asked to perform; other duties may be assigned:

- Supervise the City's financial and accounting functions under the direction of the City Secretary.
- Assist in the City's investment policies and practices.
- Under the direction of the City Secretary, prepares the annual budget and controls expenditures as specified by the approved budget.
- Prepares monthly financial reports.
- Reviews General Ledger for accuracy and corrects errors.
- Performs bank reconciliations on all City banking and investment accounts.
- Prepares and organizes documentation in assisting external financial auditors, coordinates the annual financial audit.
- Attends City Council and presents financial reports as required.
- Maintains and conducts periodic fixed asset inventory.
- Performs all other duties as assigned.

QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required at the time of hire or for the continuation of employment.

EDUCATION AND/OR EXPERIENCE

- Accounting, Finance or related field and at least five (5) years of progressively, responsible municipal government experience.
- Previous experience in “front-line” customer service, dealing directly with the public preferred.
- Must have considerable knowledge in accounting theory, principles, practice, & knowledge of Texas Statutes as they relate to government financial practices.
- Must have excellent grammar, writing, communication and organizational skills.

SKILLS AND ABILITIES

- Knowledge of generally accepted accounting principles.
- Exhibits desirable and appropriate behavior including integrity, ability to get along with others, “team player,” industriousness, intelligence, sense of urgency and independent judgment to provide for a cohesive, productive unit.
- Basic working knowledge of office equipment, computers, computer software (i.e. Microsoft Word, Excel, PowerPoint, Access, Outlook, etc.) and Internet search tools.
- Ability to perform data entry and inquiry functions at an acceptable level of accuracy and speed.
- Ability to perform multiple tasks simultaneously, accurately and efficiently.
- Ability to maintain a professional and polished manner and a pleasant tone of voice when dealing with the public.

LANGUAGE SKILLS

- Ability to communicate effectively with elected officials, staff, and the public.
- Ability to communicate effectively in both written and verbal form.

MATHEMATICAL SKILLS

- Ability to calculate basic mathematical calculations without aid of a calculator.

REASONING ABILITY

- Ability to define problems and deal with a variety of situations.
- Ability to think quickly, maintains self-control, and adapts to stressful situations.
- Ability to use good judgement and effectively solve problems.
- Ability to plan work and establish priorities.

Physical Environment

- The duties of this job include physical activities such as sitting, stooping, kneeling, standing, walking, lifting, reaching, fine dexterity skills, grasping, handling, talking, hearing/listening, seeing/observing, and repetitive motions.
- Specific vision abilities required by this job include close, distance, and peripheral vision; depth perception, and the ability to adjust focus.

- This job is performed in an office environment.

Work Environment

The work environment may include some or all of the following:

- Repetitive activities.
- High volume work days.
- Noise distractions (telephone calls, equipment, conversations with customers, etc).
- Unpleasant social situations (dealing with upset or irate individuals).