

HORIZON CITY

Incorporated 1988

****JOB POSTING****

Job Title: Financial Assistant-Accounts Receivable
Job No: 21-11-521-11
Department: Financial Services
Classification: Non-Exempt
Job Type: Full-time
Starting Pay: \$27,300.00 annually/\$13.13 hourly
Posting Dates: OPEN UNTIL FILLED

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent.

GENERAL SUMMARY

Under general supervision, assists with duties relating to the Finance aspects of Municipal Government. Such duties will include; data entry and routine accounting functions and administrative support to assure timely and efficient operations, including processing of all daily deposit receipts, monthly bank reconciliations and accounts receivable and other administrative duties as required.

SUPERVISION

General supervision is provided by the Finance Director.

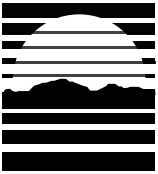
ESSENTIAL DUTIES AND RESPONSIBILITIES (including but not limited to)

1. Receives and processes deposits and verifies accuracy of information for all daily receipts and files supporting documents.
2. Processes and reconciles monthly bank statements to ensure timely processing and compliance with applicable policies, procedures, and regulations.
3. Codifies information to ensure appropriate debits, or credits to assigned accounts and budgets for incoming receipts.
4. Responsible for preparing billings for Code Enforcement lot cleanups, employee benefits, open records requests, inter-local agreements with the Emergency Services Districts and recovery of damages to the Town's property.
5. Responsible for the end of day money closing reports and reconciliation for the cashier registers to include the Municipal Court's online payment reports.
6. Updates and perform basic research and follow-up on collection activities to ensure the reduction of un-paid billings.
7. Maintains records on vehicles and renews vehicle registrations along with reminding departments of annual safety inspections.
8. Provides assistance in performing Financial Assistant-Accounts Payable and Financial Assistant – Payroll accounting functions during the absence of the Financial Assistant-Accounts Payable or the Financial Assistant – Payroll personnel.
9. Performs any other duties as assigned and as may be necessary to complete regular work.

MINIMUM JOB REQUIREMENTS

EDUCATION AND EXPERIENCE

High School Diploma or GED; plus 30 hours of college preferred with business option or equivalent combination of training and experience and at least two (2) years of previous billing or accounts payable and receivable, payroll and purchasing experience is required or equivalent combination of education, training and experience in related field may substitute for experience.



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LICENSES AND CERTIFICATES

A valid Texas Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES

- Ability to maintain a strong sense of propriety concerning confidential matters.
- Ability to work in a fast-paced environment.
- Ability to work flexible hours and to adjust hours to job requirements.
- Able to operate a 10-key adding machine by touch and must have strong computer skills and knowledge of Microsoft Office Software.
- Ability to read, analyze and interpret documents and instructions.
- Comprehensive math and bookkeeping skills.
- Ability to communicate effectively both orally and in writing.
- Ability to establish and maintain good working relationships with Council, other department heads and outside entities.

Other Job Characteristics:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to use hands to finger, handle, feel, or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.
- The employee is occasionally required to frequently lift and/or move up to twenty-five (25) pounds. The employee is occasionally required to walk, sit, talk or hear. Specific vision abilities required by this job include close vision, color vision, and the ability to focus.
- The work environment characteristics described here are representative of those encountered by an employee while performing the essential functions of this job. The noise level in the work environment is usually quiet.

To apply please submit a Resume along with the Horizon City Application for Employment to jobs@horizoncity.org and for additional information please visit the following website at <http://www.horizoncity.org/human-resources/>