JOB OVERVIEW

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Finance Specialist</th>
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<tbody>
<tr>
<td>Department</td>
<td>Finance</td>
</tr>
<tr>
<td>Location</td>
<td>City Hall</td>
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<tr>
<td>Reports To</td>
<td>Finance Director</td>
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<tr>
<td>FLSA Category</td>
<td>Non-Exempt</td>
</tr>
<tr>
<td>EEOC Category</td>
<td>Administrative Support</td>
</tr>
<tr>
<td>Pay Group</td>
<td>23</td>
</tr>
<tr>
<td>Pay Range</td>
<td>$43,258 - $68,515</td>
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</tbody>
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GENERAL JOB DESCRIPTION

To process accounts payable by receiving and reviewing invoices, statements, and purchase requisitions. Prepare and sort requisitions for data entry, prepares checks, review copies and maintains vendor files, balances cash drawer, and maintains petty cash. Maintains financial spreadsheets and files. Reconciles bank statements and ledgers, and processes payroll. Participates in preparation of City budget. Pulls materials for and works with outside auditor during annual audit and works with auditors to resolve questions. Compiles reports and schedules as requested for City’s year-end Comprehensive Annual Financial Report.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

May supervise other City personnel.

Reviews invoices and approves payments; verifies purchase order authorization.

Matches requisitions and invoices.

Determines payment dates; enters invoices into department computer; runs cash requirements report.

Marks invoices for payment; runs preliminary check registers.

Files requisitions, invoices, checks, and other department documentation; maintains vendor files.

Reviews purchasing procedures to ensure compliance with state purchasing laws.
Administers payroll functions; reviews payroll reports for compilation of statistical information; reviews utility billing and collection reports; reviews and authorizes write off accounts.

Assists with the compilation of the City’s annual budget.

Pulls materials for and works with outside auditor during annual audit.

Compiles reports and schedules as requested for City’s year-end Comprehensive Annual Financial Report.

Maintains current knowledge of trends and developments in municipal finance administration.

Attends various city administration meetings to represent the City’s Finance Department, and for review purposes, i.e., resolutions, ordinances, inter-local agreements.

Prepares, files, distributes, and mails routine reports; runs general ledger reports.

Performs various administrative tasks, i.e., generating correspondence, compiling financial data and summaries.

Serves as support to the utility billing department, answers customer calls, routes phone calls to corresponding departments.

Perform all other duties as assigned.

**EDUCATION & EXPERIENCE**

High School Diploma or GED

Five (5) years of general accounting experience, or an equivalent combination of education, training, and experience.

**LICENSES & CERTIFICATES**

Possession of valid driver’s license.

**KNOWLEDGE, SKILLS & ABILITIES**

**Knowledge of:**

Principles, practices, and methods of municipal finance and accounting.

GAAP and city financial policies and procedures.

Methods and techniques of statistical data collection and analysis.

Purchasing policies and procedures.

Pertinent federal, state, and local laws, codes, and regulations.

City personnel policies and procedures.
Skill in:

Attention to detail in dealing with numbers, words, and ideas.

Accounting software and financial applications.

Accurately entering data.

Time management.

Customer Service.

Clerical duties and filing.

Ability to:

Communicate clearly and effectively, both orally and in writing.

Prepare clear and concise administrative and financial reports.

Interpret and apply applicable federal, state, and local policies, laws, and regulations.

Use computers and applicable software.

Establish and maintain effective working relationships with the public, co-workers, elected and appointed officials and members of diverse cultural and linguistic backgrounds, regardless of race, color, religion, gender, national origin, age, marital status, political affiliation, familial status, disability, sexual orientation, pregnancy, or gender identity and expression.

The City of Hutchins, Texas is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of Hutchins, Texas will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with Human Resources.