



## **Job Description**

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| <b>Position Title:</b> | Finance Assistant                       |
| <b>Department:</b>     | Finance                                 |
| <b>Reports to:</b>     | Finance Director                        |
| <b>FLSA Status:</b>    | Non-Exempt                              |
| <b>Status:</b>         | Regular Full-Time                       |
| <b>Grade:</b>          | V                                       |
| <b>Hours of Work:</b>  | Primarily regular dayshift office hours |

### **Statement of Duties**

Position provides moderately complex and responsible administrative, fiscal and clerical work. Position is responsible for reconciling accounts, preparing financial reports and documentation, and related financial administration duties. Employee provides customer service and operational support for other areas of the Finance Department.

### **Supervision and Responsibilities**

Employee works under the general supervision of the Finance Director. Employee is familiar with the work routine and uses initiative in carrying out recurring assignments independently. New or unusual situations or assignments are explained by the supervisor, including suggested work methods. Employee refers unusual situations to the supervisor for advice and further instructions. Supervisor reviews work only to an extent sufficient to ensure that completed work or methods used are technically accurate, and that instructions are being followed.

Employee does not exercise any supervisory responsibility. Employee has access to confidential information contained in the Village accounts payable system. Errors can result in monetary loss or legal repercussions to the Village.

## **Job Environment**

Position requires examining, analyzing, and evaluating facts and circumstances surrounding individual problems, situations, or transactions, and determining actions to be taken within the limits of standard or accepted practices. Work is performed according to state laws and department policies and procedures. Employee uses judgment to analyze specific situations to determine appropriate actions. Employee is expected to weigh efficiency and relative priorities in conjunction with procedural concerns in decision-making.

Employee has frequent contact with the public. Employee has daily contact with Village employees, and occasionally other individuals regarding accounts payable issues to give or receive information regarding accounts, or to respond to inquiries, requests, or complaints. Contacts usually occur in person, in writing, and on the telephone.

## **Position Functions**

The essential functions or duties listed below are intended only as illustration of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to, or extension of, the position.

1. Prepares and processes accounts payable transactions and resolves any discrepancies; prepares accounts payable report for Board.
2. Prepares and reviews various reports regarding accounts payable, purchase orders, etc.
3. Performs monthly bank reconciliations.
4. Prepares reports for the Finance Director and Assistant Finance Director as requested.
5. Provides back-up cashiering services for front counter.
6. Creates and maintains accounting fixed asset records monthly and prepares year-end reports for audit.
7. Responds to inquiries for information and assistance from Village employees and outside vendors; forwards questions to appropriate staff for resolution of problem.
8. Maintains detailed records and files, proofreads documents, maintains and updates database information as needed.
9. Performs other duties as assigned by the Assistant Finance Director or Finance Director and aids other departments as needed.

## **Physical and Mental Requirements**

Employee works in a moderately loud office environment and is required to stand, walk, sit, talk, listen, and use hands while performing duties. Employee is occasionally required to deal with irate individuals. Occasionally, employee may be required to lift objects up to 10 lbs., and seldom lifts up to 30 lbs. Normal vision is required for this position. Equipment operated includes office machines and computers.

## **Occupational Risk**

Duties generally do not present occupational risk. Minor injury could occur, however, through employee failure to properly follow common safety precautions or procedures.

## **Education and Experience**

A candidate for this position should have a two-year degree in accounting, business or related field, and a minimum of two years of previous office experience, preferably in a municipal environment.

## **Required Certifications**

None

## **Key Knowledge and Skills**

Knowledge of:

- Working knowledge of municipal operations and municipal accounting practices and principles
- Illinois laws as they pertain to municipal accounting
- Modern office practices and procedures
- Department operations, policies, and procedures
- Understanding of bookkeeping procedures, including A/P and A/R
- Cashiering

Skill and ability in:

- Communication, customer service and interacting tactfully with the public and co-workers
- Use of computer software programs and office applications
- Prioritize and perform multiple work tasks in a detailed and efficient manner
- Organize and maintain accurate, detailed records