

JOB TITLE: Finance Assistant

DEPARTMENT: Finance

JOB SUMMARY: This position is responsible for performing technical duties in support of the financial administration functions of the town.

MAJOR DUTIES:

- Administers water and sewer utility billing and collection: prepares and distributes bills, coordinates work with field utility personnel, reviews meter readings for errors, establishes and maintains customer database, opens and closes accounts, and responds to customer questions and complaints.
- Processes purchase orders; processes accounts payable; prepares checks.
- Processes bi-weekly payroll; maintains personnel records relating to finance and leave accruals; verifies benefit enrollment for employees.
- Works with the Finance Director on accounts receivable, and other related tasks.
- Performs other related duties as assigned.

KNOWLEDGE REQUIRED BY THE POSITION:

- Knowledge of general and governmental accounting and bookkeeping practices and procedures.
- Knowledge of town utility service billing systems and methods.
- Knowledge of computerized systems for the maintenance of financial records.
- Knowledge of modern office practices.
- Knowledge of town ordinances, policies, and procedures and state and federal statutes and regulations.
- Skill in maintaining accurate records and preparing reports.
- Skill in performing basic mathematical calculations.
- Skill in utilizing such modern office equipment as a computer, calculator, and typewriter.
- Skill in oral and written communication.

Finance Assistant, Finance

SUPERVISORY CONTROLS: The Finance Director assigns work in terms of general instructions. The supervisor spot-checks completed work for compliance with procedures, accuracy, and the nature and propriety of the final results.

GUIDELINES: Guidelines include relevant town ordinances, town policies and procedures, departmental policies and procedures, and accounting procedures. These guidelines are generally clear and specific, but require some interpretation in application.

COMPLEXITY: The work consists of related accounting duties. The need for accuracy and attention to details contribute to the complexity of the work.

SCOPE AND EFFECT: The purpose of this position is to perform technical duties in support of the financial administration functions of the town. Successful performance helps ensure that utility accounts are accurately billed and funds accurately collected.

PERSONAL CONTACTS: Contacts are typically with co-workers, other town employees, utility customers, vendors, and the general public.

PURPOSE OF CONTACTS: Contacts are typically to give and exchange information and to provide services.

PHYSICAL DEMANDS: The work is typically performed while sitting at a desk or table, standing or stooping. The employee occasionally lifts light objects and uses tools or equipment requiring a high degree of dexterity.

WORK ENVIRONMENT: The work is performed in an office.

SUPERVISORY AND MANAGEMENT RESPONSIBILITY: None.

MINIMUM QUALIFICATIONS:

- Knowledge and level of competency commonly associated with completion of specialized training in the field of work, in addition to basic skills typically associated with completion of an Associate's Degree program in a related field.
- Sufficient experience to understand the basic principles relevant to the major duties of the position, usually associated with the completion of an apprenticeship/internship or having had a similar position for one to two years.
- Possession of or ability to readily obtain a valid driver's license issued by the State of North Carolina for the type of vehicle or equipment operated.