

**City of La Feria
Job Description**



Job Title: Assistant Finance Director

Reports to: Finance Director

Employees currently under this title:

Exempt

Job Description:

Applies principles of accounting to analyze financial information and prepare financial reports: Compiles and analyzes financial information to prepare entries to accounts, such as general ledger accounts, documenting business transactions. Analyzes financial information detailing assets, liabilities, and capital, and prepares balance sheet, profit and loss statement, and other reports to summarize current and projected company financial position, using calculator or computer. Audits contracts, orders, and vouchers, and prepares reports to substantiate individual transactions prior to settlement. May establish, modify, document, and coordinate implementation of accounting and accounting control procedures. May devise and implement manual or computer-based system for general accounting. May direct and coordinate activities of other accountants and clerical workers performing accounting and bookkeeping tasks. Reconciles bank statements. Compiles collection, disbursement, and bank-reconciliation reports. Performs duties of Finance Director in his/her absence from the office. Performs other duties as assigned.

Job Specifications:

- Bachelor's degree in Accounting, Finance, or related field
- High degree of analytical skills and computer literacy to include MS/Excel, MS/Word, MS PowerPoint & MS Outlook
- Strong written and verbal communication skills
- Proficiency with 10-key calculator