



Title: Assistant Finance Director/Court Administrator

FLSA Status: Exempt

SAFETY STATUS: Non Safety Sensitive Position

BRIEF DESCRIPTION:

The purpose of this position is to provide planning, direction, management, and oversight of the department which includes all functional areas of fiscal management and accounting. This is accomplished by assisting in annual audits, analyzing department budget requests and forecasts, supervising staff, managing department software, supervising payments and the filing of all financial reporting information. Additional duties include managing payroll issues, maintaining employee records, oversight of contracts and participating in special projects.

REPORTS TO:

This position reports to the Chief Finance Officer.

SUPERVISES:

Utility Billing Supervisor.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

| (S) Sedentary | (L) Light | (M) Medium | (H) Heavy | (V) Very Heavy |
|---|---|---|---|--|
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly. |

| # | Code | Essential Functions | % of Time |
|---|------|--|-----------|
| 1 | S | Assists with all City financial statements by preparing, monitoring and directing the City's financial processes; setting up vendors, managing departmental payments, reviewing and processing payments to vendors, performing financial investigations; preparing financial reports; developing and maintaining departmental budgets; analyzing business functions; projecting revenue and expenses; preparing periodic statements; assisting with grants management and reporting; advising Department Directors on their budget spending; and reviewing the City's chart of accounts. | 60% |
| 2 | S | Manages and oversees finance operations by corresponding with and assisting the CFO and department heads; preparing financial related analyses and research; verifying accuracy of calculations; preparing the bank reconciliation statements at month end closings; and reconciling general ledger balances. | 25% |



| | | | |
|---|---|---|-----|
| 3 | S | Assist with Supervision of Utility Billing Department Functions. Review Credit Card System to monitor all credit card transactions of the City. Review and monitor all collections and Account Receivable Aging reports. Review and approve all adjustments to AR accounts including any Bad Debt write-offs. Confirm all uncollected amounts are provided to outside collection agency. Process Billing for Airport, STRTC and other accounts (school, workforce, etc.). Prepare and file Monthly Sales Tax Collected Reports. | 15% |
|---|---|---|-----|

JOB REQUIREMENTS:

| -Description of Minimum Job Requirements- | |
|---|---|
| Formal Education | Bachelor's Degree from an accredited college or university. Preferred with a major coursework in Accounting, Finance or related field. |
| Experience | Over five years |
| Supervision | Supervise Utility Billing Supervisor. Work requires functioning as a lead manager performing essentially the same work as those directed and includes overseeing work quality, training, instructing and scheduling work. |
| Human Collaboration Skills | Recommendations regarding policy development and implementation are made and/or recommended during interactions. Evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. |
| Freedom to Act | Receives Limited Direction: Within this job, the employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. The assignment may be reviewed upon completion. Performance is reviewed periodically. |
| Technical Skills | Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. |
| Fiscal Responsibility | Has responsibility for final approval of at least one division/department budget and presents the budget(s) to Senior Management. Is authorized to approve fiscal budgeted expenditures up to the amount that requires the approval of Senior Management. |
| Reading | Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Math | Advanced - Ability to apply fundamental concepts of theories, work with |



| | |
|------------------------------------|--|
| | advanced mathematical operations methods, and functions of real and complex variables. |
| Writing | Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study. |
| Certification & Other Requirements | Valid Driver's License |

OVERALL PHYSICAL STRENGTH DEMANDS:

| -Physical strength for this position is indicated below with "X"- | | | | |
|---|--|---|---|--|
| Sedentary X | Light | Medium | Heavy | Very Heavy |
| Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time. | Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree. | Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly. | Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly. | Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly. |

PHYSICAL DEMANDS:

| C Continuously 2/3 or more of the time. | F Frequently From 1/3 to 2/3 of the time. | O Occasionally Up to 1/3 of the time. | R Rarely Less than 1 hour per week. | N Never Never occurs. |
|---|---|---|---|-----------------------------|
|---|---|---|---|-----------------------------|

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

| -Physical Demand- | -Frequency- | -Brief Description- |
|-------------------|-------------|---|
| Standing | O | making presentations, observing work site, observing work duties |
| Sitting | C | desk work, meetings |
| Walking | O | to other departments/offices/office equipment |
| Lifting | O | files, supplies, equipment |
| Carrying | O | files, supplies |
| Pushing/Pulling | O | file drawers, equipment, tables and chairs |
| Reaching | F | for supplies, for files |
| Handling | C | paperwork, monies |
| Fine Dexterity | C | computer keyboard, calculator, telephone pad |
| Kneeling | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crouching | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Crawling | N | |
| Bending | O | filing in lower drawers, retrieving items from lower shelves/ground |
| Twisting | F | from computer to telephone |



| | | |
|------------------------------------|---|---|
| Climbing | R | step stool |
| Balancing | R | on step stool |
| Vision | C | observing work site, reading, computer screen |
| Hearing | C | communicating with co-workers and public and on telephone |
| Talking | C | communicating with co-workers and public and on telephone |
| Foot Controls | N | |
| Other (specified if applicable) | | |

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Telephone, copier, fax, vehicle, calculator, computer and associated hardware and software

ENVIRONMENTAL FACTORS:

| C | F | O | R | N |
|--------------|------------|--------------|--------|-------|
| Continuously | Frequently | Occasionally | Rarely | Never |

| D | W | M | S | N |
|-------|------------------------------|-------------------------------|------------|-------|
| Daily | Several Times Per Week | Several Times Per Month | Seasonally | Never |

| -Health and Safety Factors- | |
|-----------------------------|---|
| Mechanical Hazards | N |
| Chemical Hazards | N |
| Electrical Hazards | N |
| Fire Hazards | N |
| Explosives | N |
| Communicable Diseases | N |
| Physical Danger or Abuse | N |
| Other (see 1 below) | N |

(1) N/A

| -Environmental Factors- | |
|-------------------------|---|
| Respiratory Hazards | N |
| Extreme Temperatures | N |
| Noise and Vibration | N |
| Wetness/Humidity | N |
| Physical Hazards | N |

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

| F | O | R | N |
|---|---------------------------------------|-------------------------------------|-----------------------|
| Frequently From 1/3 to 2/3 of the time | Occasionally Up to 1/3 of the time | Rarely Less than 1 hour per week | Never Never occurs |

| -Description of Non-Physical Demands- | -Frequency- |
|---|-------------|
| Time Pressure | F |
| Emergency Situation | O |
| Frequent Change of Tasks | F |
| Irregular Work Schedule/Overtime | F |
| Performing Multiple Tasks Simultaneously | F |
| Working Closely with Others as Part of a Team | F |

City of Hondo, TX



| | |
|-------------------------------|---|
| Tedious or Exacting Work | F |
| Noisy/Distracting Environment | F |
| Other (see 2 below) | N |

(2) N/A

PRIMARY WORK LOCATION:

| | | | |
|--------------------------------|---|---------------------|--|
| Office Environment | X | Vehicle | |
| Warehouse | | Outdoors | |
| Shop | | Other (see 3 below) | |
| Recreation/Neighborhood Center | | | |

(3)N/A

SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list



of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.