



**JOB TITLE:** Finance Assistant  
**DEPARTMENT:** Finance  
**REPORTS TO:** Controller/AVP of Finance  
**SALARY GRADE:** 101  
**SALARY RANGE:** DOQ (\$17.01 - \$19.14 per hour)

**LAST REVISION DATE:** 07/2021  
**FLSA:** Non-Exempt, Part-Time  
**EEO:** Administrative Support

### **PURPOSE OF JOB**

Under the direction of the Controller, the Finance Assistant will be responsible for administrative tasks primarily in the Finance department.

### **ESSENTIAL FUNCTIONS**

1. Work in conjunction with Accountant I, Accountant II and Accounting Manager to scan and save paper files, and then file in corresponding cabinets.
2. Assist Accountant I daily with physically or electronically date stamping incoming invoices and save in assigned folder(s) on internal network.
3. Coordinate with Accountant I on weekly check-runs to include printing checks, compiling batch for Controller signature, and mailing payments.
4. Check the agencies Post Office Box and maintain stamp inventory as needed, notifying Controller to restock.
5. Participate in biannual inventory counts.
6. Organize fiscal year-end boxing and overall record retention activities.
7. Assist Controller and Accounting Manager with special financial projects as requested.
8. Support in external and internal audit procedures as assigned
9. Provide support to other DCTA staff as requested.
10. Perform other related duties and responsibilities as required.

*\*The Finance Assistant reports to the Controller and assists the Finance department. This is a part-time position that is structured around 20 hours per week on a fixed schedule.*

### **REQUIREMENTS TO PERFORM WORK**

#### **Education & Experience:**

- High school degree or GED required. Associates degree or professional certifications are preferred.
- Two (2) years of business experience in an office environment required.

**Special Requirements:** *Hold a current valid Texas Driver's License or have the ability to obtain one upon entry into the position.*

#### **Knowledge of:**

- Familiarity with bookkeeping and basic accounting procedures.
- Microsoft Office suite including Word, Outlook, PowerPoint; beginner Excel skills required.
- Modern office methods, procedures, and use of computer and copier equipment.
- Proper public and telephone contact techniques and etiquette.

#### **Ability to:**

- Display positive interpersonal skills to include tact, listening, and awareness.
- Act responsibly and ethically when working with sensitive financial information.

- Hold attention to ensure accuracy and attention to detail.
- Aptitude for numbers and accounting-related materials.
- Perform filing and recordkeeping tasks.
- Work independently to perform a variety of functions and manage multiple projects at one time while working in a dynamic environment with changing priorities to meet established deadlines.
- Establish cooperative working relationships and communicate effectively and sensitively with all levels of staff, both verbally and in writing.
- Exhibit exceptional customer service orientation, and understand relevant regulations, rules, and procedures.
- Operate standard office machines, such as computers, calculators, and copiers, and type accurately at an acceptable rate of speed.

**The ideal candidate will:**

- Foster a culture that values good judgement and problem solving, as well as encourages constructive feedback, engagement, inclusion, and diversity at all levels.
- Hold the ability to get along with others, individually and in a large group. Has the desire to care for the organization's well-being and with whom they interact. Interested in partaking in group development and team building activities.
- Be open to collaborate and work in a team-oriented and helping environment.
- Possess an influential and welcoming communication style.

**PHYSICAL ACTIVITIES**

Physical activities include, but are not limited to: on a continuous basis, sitting at a desk for long periods of time; researching information both in written form and on the computer; using a computer and monitor for long periods of time; intermittently twisting and reaching office equipment; writing or using keyboard to communicate through written means; occasionally running errands; lifting light weight; reaching above the waist, and reaching below the waist; repetitive motion and fingering when using computer keyboard and/or 10-key calculator; and seeing, talking and hearing when dealing with internal and external customers. The essential functions of this position require the daily use of a computer, telephone, and calculator. The essential functions of this position are performed in an office environment.

**Additional perks and benefits that accompany part-time employment with DCTA:**

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, which are coordinated with your supervisor.
- If you have utilized a Proportionate Retirement Program in the past, the service time transfers to DCTA's retirement system, TCDRS. The following systems apply:
  - Texas Municipal Retirement System (TMRS)
  - Employees Retirement System (ERS)
  - Judicial Retirement System of Texas (JRS)
  - Teacher Retirement System of Texas (TRS)
  - City of Austin Employees Retirement System (COAERS)
- DCTA strives to continually improve our Servant Leadership culture. We pride ourselves in having an open, caring, and communicative community of employees, with the drive to help build each other up.
- Regional transit passes (bus and rail) for you and your immediate family.
- Flexible dress code: business casual, allowing jeans every day (unless otherwise specified for external/special meetings, events, etc.).
- Extensive Wellness Program, including several opportunities to volunteer with the agency, sporadic lunch and learn events, chair massages, and continual efforts to improve wellness throughout the agency.