



JOB TITLE: Finance Assistant
DEPARTMENT: Finance
REPORTS TO: Controller/AVP of Finance
LOCATION: Lewisville, Texas
SALARY RANGE: DOQ (\$17.01 - \$21.26 per hour)

LAST REVISION DATE: 03/2022
FLSA: Non-Exempt, Full-time
EEO: Administrative Support

PURPOSE OF JOB

Under the direction of the Controller/AVP of Finance, the Finance Assistant will be responsible for administrative tasks primarily in the Finance department. The incumbent must be extremely detail-oriented, keep multiple tasks on schedule, use tact and judgment, and preserve confidentiality of sensitive information.

ESSENTIAL FUNCTIONS

1. Work in conjunction with Accountant I, Accountant II and Accounting Manager to scan paper files, save electronically, and then file hard copy in corresponding cabinets.
2. Process incoming vendor invoices daily by physically or electronically date stamping incoming invoices, routing to corresponding department via email, and saving 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 check payments.
4. Download GL detail from financial software and populate Excel spreadsheets as requested. Download data from external sources for use in Excel spreadsheets.
5. Complete data entry as requested.
6. Maintain risk management documents including insurance claim information and legal counsel correspondence.
7. Assist with scheduling and preparing for meetings as requested, including preparing agendas, purchasing food and other items, printing materials, etc.
8. Produce information by transcribing, formatting, inputting, editing, retrieving, copying, and transmitting text, data, and graphics
9. Participate in biannual inventory counts.
10. Organize fiscal year-end boxing and overall record retention activities.
11. Assist Finance department with special projects as requested.
12. Support in external and internal audit procedures as assigned.
13. Locate and distribute requested hard copy or electronic documents as requested by DCTA staff or external parties.
14. Provide support to other DCTA staff as requested.
15. Perform other related duties and responsibilities as required.

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.
- Demonstrate 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 full-time employment with DCTA:

- Telecommuting options available, if suitable for your position.
- Flexible office hours are permitted, given a regular 8-hour workday that brackets the agency's core hours from 9:00am – 4:00pm (i.e. 7:30 am to 4:30pm, or 9:00am to 6:00pm). These flex hours are coordinated with your supervisor.
- One 8-hour paid day off for your birthday.
- Employee portions of Medical and Dental benefits are 100% paid by the employer.
- 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)
- Expanding time-off accruals: 12 days of vacation time accrued for the first year, increasing by one day each year, with a max of 17 days annually. Additionally, employees earn 12 days of sick time each year, 1 personal day, 2 floating holidays, 1 birthday, 8 fixed holidays, and the ability to earn two additional days off through the Wellness Program.
- Regional transit pass (bus and rail) for you and your immediate family.

- 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, the potential to earn two extra days off each year, and continual efforts to improve wellness throughout the agency.