

**TOWN OF DUNDEE**  
DEPARTMENT OF HUMAN RESOURCES  
Position Identification Card

<b>POSITION TITLE:</b>	Finance Assistant
<b>DEPARTMENT:</b>	Finance Department
<b>REPORTS TO:</b>	Finance Director
<b>SALARY RANGE:</b>	\$15.00 - \$20.00/Hourly
<b>HOURS PER WEEK:</b>	40.00 HOURS
<b>EXEMPT STATUS:</b>	Non-Exempt
<b>BENEFIT ELIGIBILITY:</b>	Health, Dental, Vision, 401(A) Retirement Plan, Short Term Disability, Long Term Disability, and Life Insurance Vacation, Sick Leave, Paid Holidays

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**JOB SUMMARY**

Under general supervision of the Director of Finance and Administration, performs work of moderate difficulty in the recording and processing of accounts payable, expenses, and payroll. Assisting the finance director & billing supervisor in managing, processing, and troubleshooting various accounts and transactions. Maintain the Town's financial health and make sure we use our resources beneficially.

**ESSENTIAL DUTIES INCLUDE BUT ARE NOT LIMITED TO:**

- Process and prepare financial statements for the purpose of checking account balances, facilitating purchases, etc.
- Input vendor information and category types on accounts payable system; generates vendor lists for quotes.
- Analyzes and determines invoice eligibility for credit card payment; contacts vendors and authorize credit card charges; verifies credit card invoice payments with monthly credit card statement.
- Routes invoices to respective departments for approval. Upon return, matches invoices with purchase orders, reviews footings and extensions, and verifies invoice approval and general ledger account numbers.
- Inputs approved invoices, processes and prints accounts payable checks on software system.
- Processes accounts payable check register and authorization documents.
- Prepares checks for monthly transfers and contracts.
- Prepares authorization sheets and acquires required signatures.
- Maintains filing systems to include pending invoice payments and paid invoices.
- Maintains inventory of purchase order numbers issued to Utility departments.
- Assist with tracking and reconcile bank statements
- Record account payables and account receivables
- Provide administrative support during budget preparation
- Perform routine calculations to produce analyses and reports as requested by the Finance Director
- Maintain filing system
- Review and adhere to department budgets
- Collect and enter data for various financial spreadsheets

- Assist in the review and audit financial statements and reports, ensure all calculations and data entries are correct
- Reconcile any discrepancies or errors identified by conversing with employees and/or clients
- Assist the Financial Director in creating financial reports on a regular basis
- Adhere to the company's or organization's financial policies and procedures
- Oversee Town facility rentals

**MINIMUM QUALIFICATIONS**

- Associate/Bachelor's degree in accounting or related field
- One to three years' related experience
- Valid driver's license and good driving record
- A combination of equivalent experience and/or education may be considered

**KNOWLEDGE, SKILLS & ABILITIES**

- Work experience as a Financial Assistant, Finance Officer, or similar role
- Strong knowledge of accounting and booking procedures
- Advanced MS Excel skills (creating spreadsheets and using financial functions)
- Familiarity with accounting software (e.g., QuickBooks)
- Organizational and time management skills
- Attention to detail, with an ability to spot numerical errors

**OTHER REQUIREMENTS**

- Lift and carry up to 20 pounds
- Ability to remain in a stationary position for up to 2 hours
- Ability to focus on projects for a long period of time
- Ability to reach, stoop, and lift on a frequent basis

The above is not to be construed as an exhaustive statement of duties, responsibilities, or requirements.

The Town of Dundee is an equal opportunity employer committed to an alcohol / drug free workplace and to providing equal opportunities regardless of age, race, color, gender, religion, national origin, marital status, veteran status, disability, or any other legally protected status.

***I acknowledge that I have read and understand the above job description in its entirety and can perform all the stated requirements.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name