

VILLAGE OF HIGHLAND HILLS

JOB POSTING

POSITION TITLE: Finance Assistant

CLASSIFICATION NO.:

DEPARTMENT: Finance

PAY RANGE: \$20.00 hour

FT/PT Status: FT

REPORTS TO: Finance Director

JOB SUMMARY:

Performs general and specific duties as required for the preparation of accounts payable, payroll, tenant billing, and specific clerical/office duties in support of the Finance Department and Administration Department. Performs other duties as required.

ESSENTIAL JOB FUNCTIONS:

The following list of essential job functions is not exclusive or all-inclusive. Other duties may be required and assigned.

- Compiles accounts payable data.
- Enters accounts payable data into the computer system, and processes payments.
- Compiles and enters rental tenant's payments into the computer system.
- Enters payroll data into the computer system; computes and posts wages, reconciles errors.
- Processes tax remittances.
- Keeps records of leave accruals.
- Processes and issues employee paychecks and statements of earnings and deductions.
- Provides information to employees and managers on payroll matters and tax issues.
- Prepares and balances period-end reports.
- Answers telephone and responds to telephone requests for information.
- Relays call to appropriate individuals.
- Takes messages in the absence of staff members.
- Responds to walk-in requests for information.
- Assists Finance Director as requested.

Desirable Training and Experience Required:

High school diploma or equivalent, associate's degree in business administration or accounting preferred. Possesses excellent communication skills. Knowledge of use of computers, use of internet and other basic office equipment (copiers, fax, typewriter etc). Minimum of one year of office/clerical or related experience in which necessary skills were acquired.

Knowledge, Skills, and Abilities:

Knowledge of business English, spelling and arithmetic; basic office methods and procedures. Operational characteristics of standard office equipment. Modern office equipment including a computer and applicable software. Methods and techniques for record keeping. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective working relationships with peers, and supervisors. Ability to exercise sound judgment in evaluating situations and in making decisions. Ability to follow verbal and written instructions. Ability to multi-task.

Minimum Physical and Mental Qualifications:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics are those encountered while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to stand; walk; use hands; reach with hands and arms.

This position may need to push, lift and/or move light to moderate weight. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The noise level in the work environment is usually low to moderate

Posting dates: June 28, 2016 through July 8, 2016

The Village of Highland Hills is an Equal Opportunity Employer, M/F/H. In compliance with the American's with Disabilities Act, the Village will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer. Seek application through Administration.