

JOIN OUR TEAM!

POSITION: FINANCE ASSISTANT



Job Details:

- Perform accounts payable activities; prepare checks for bi-weekly expenditures; provide back-up documentation for purchase approvals process; complete required paperwork for new vendor relationships; and maintains the accounts payable filing system and reports.
- Perform daily finance activities by ensuring daily reports match bank deposits and credit card charges; Maintenance of City purchase cards and City fuel cards/PIN#s; running Daily Reports for departments; and transporting and depositing monies within established banking deadlines
- See City website (link below) for the complete job description details.



Requirements:

- Knowledge of basic office processes.
- Ability to interact with others exchanging information verbally and in writing.
- Valid Texas drivers license.
- One year experience.

Apply Now!