



**EMPLOYMENT OPPORTUNITY  
WITH THE  
CITY OF LA MARQUE**

**POSITION AVAILABLE: FINANCE SPECIALIST**

<b>GENERAL DESCRIPTION:</b>	The Finance Specialist will assist in any or all the facets of Finance, mainly but not limited to: Accounts Payables, Procurement, and General Ledger.
<b>MINIMUM TRAINING/EXPERIENCE:</b>	<ul style="list-style-type: none"><li>• Associates Degree in business administration or related field of 1-2 years of municipal experience alternately,</li><li>• Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.</li><li>• General knowledge of the application of established purchasing principles and techniques to municipal accounting transactions.</li><li>• General knowledge of Local Government Code.</li><li>• General knowledge of arithmetic.</li><li>• General knowledge of state and local fiscal regulations, policies and procedures.</li><li>• General knowledge of terminology used within the department.</li><li>• General knowledge of office accounting methods and procedures.</li><li>• Ability to organize and effectively process and maintain financial records and files, and prepare reports for management.</li><li>• Ability to analyze and record information and balance figures.</li><li>• Ability to verify documents and forms for accuracy and completeness.</li><li>• Ability to exercise tact, courtesy and firmness in contact with the general public.</li><li>• Ability to establish and maintain effective working relationships as necessitated by work assignments.</li></ul>
<b>SALARY:</b>	\$16.420 per hr.
<b>DEADLINE:</b>	Open until filled.

An application must be completed and may be obtained on the City's website at [www.cityoflamarque.org](http://www.cityoflamarque.org) The City of La Marque is an Equal Opportunity Employer (EOE). Go to the "Employment" tab to print an Employment Application. Employment Applications may be hand delivered or mailed to the City of La Marque City Hall at the address listed below.

**City of La Marque  
1111 Bayou Road  
La Marque, Texas 77568**

**See job description attached.**

**Title:** Finance Specialist **Grade Level:**

**FLSA Status:** Non-Exempt

**Department:** Finance  
Accountant

**Reports To:**

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**Job Summary**

The Finance Specialist will assist in any or all the facets of Finance, mainly but not limited to: Accounts Payables, Procurement, Internal Audits, and General Ledger.

**Essential Duties and Responsibilities (Must be performed with or without accommodations)**

- Adhere to all City policies and procedures as outlined in the Employee Handbook, in particular:
  - Attendance Policy
  - All Safety Policies and Procedures
  - Appropriate business casual attire for office personnel and proper uniform attire for those departments that are so designated (Police, Fire, and Public Works Departments)
- Process and scan vendor invoices, check requests, and PO's weekly.
- Verify cash disbursements for proper documentations.
- Reconcile monthly vendor statements for payment processing.
- Responsible for properly recording all transactions.
- Assist with inquiries regarding accounts payable, purchase orders, requisitions, encumbrances, invoices, or other related questions.
- Responsible for the filing of 1099's annually.
- Assist with year-end audit regarding encumbrances and accruals.
- Assist with budget relating to electricity, gas, vendor memberships, copier leases, and other routine expenditures annually.
- Responsible for preparing City's annual usage report of electricity and gas.
- Responsible for preparing and filing of unclaimed properties annually.
- Maintain and replenish Finance petty cash drawer at least monthly.
- Reconcile travel expense reports and travel advances.
- Perform random audit on cash drawers around the City's cash receipt departments.
- Prepares accounting deposits to City's depository bank.
- Receive deposits from various departments and have them ready for daily bank run.
- Utilizes computerized data entry equipment and/or file maintenance programs to enter, store and/or retrieve information as requested or otherwise necessary.
- Types materials from typed or handwritten copy, which requires use of a variety of complicated formats for preparing correspondence, records, etc.; assumes responsibility for correctness of spelling, punctuation, grammar and format.
- Performs a variety of routine clerical duties such as opening and distributing mail, preparing mail for postage.
- Required to be cross-trained with other duties in the Finance department.
- Performs administrative duties and compiles data for special projects or reports for the Finance Director, as assigned, ensuring completion by specified deadlines and in accordance with established goals and objectives.
- Performs other related work as required.

### **Education, Experience, and Training:**

- Associates Degree in business administration or related field of 1-2 years of municipal experience alternately,
- Any equivalent combination of training and experience which provides the required knowledge, skills and abilities.
- General knowledge of the application of established purchasing principles and techniques to municipal accounting transactions.
- General knowledge of Local Government Code.
- General knowledge of arithmetic.
- General knowledge of state and local fiscal regulations, policies and procedures.
- General knowledge of terminology used within the department.
- General knowledge of office accounting methods and procedures.
- Ability to organize and effectively process and maintain financial records and files, and prepare reports for management.
- Ability to analyze and record information and balance figures.
- Ability to verify documents and forms for accuracy and completeness.
- Ability to exercise tact, courtesy and firmness in contact with the general public.
- Ability to establish and maintain effective working relationships as necessitated by work assignments.