



CITY OF TERRELL Job Description

Position Title:	Assistant Finance Director
Department:	Finance
Immediate Supervisor:	Director of Finance
Pay Grade/FLSA Status:	Open Range / Full-time / Exempt

Job Summary: Under the general direction of the Director of Finance, the Assistant Finance Director provides day-to-day operational leadership for the City's Finance Department, with primary responsibility for day-to-day accounting functions and operational oversight of utility billing activities. This position is a hands-on working manager in a small municipal finance environment and serves as a key partner to the Director of Finance in ensuring continuity of operations, strong internal controls, accurate financial reporting, and effective customer service.

The Assistant Finance Director serves as the primary day-to-day accounting lead for the department, supports monthly and annual close activities, assists with audit preparation and financial reporting, and helps administer financial systems and process improvements. This position performs professional-level accounting work while also supervising staff and coordinating daily workflow across multiple finance functions. The Assistant Finance Director may serve as Acting Finance Director in the Director's absence, as assigned.

Essential Functions:

This information is intended to be descriptive of the key responsibilities of the position. The following examples do not identify all duties performed by any single incumbent. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Accounting and Financial Operations

1. Serves as the primary day-to-day accounting lead for the Finance Department.
2. Performs and oversees accounting functions including journal entries, reconciliations, account analysis, and general ledger maintenance.
3. Coordinates and supports monthly and year-end close processes; reviews trial balances and identifies unusual or complex transactions.
4. Reviews accounts payable transactions, payroll registers, and cash deposits for accuracy, proper coding, and compliance with policies and procedures.
5. Assists in maintaining effective internal controls and recommends improvements to accounting processes and procedures.
6. Supports banking, treasury, and cash management functions, including reconciliations, wire transfers, and coordination with financial institutions.

Utility Billing Oversight and Customer Accounts

7. Provides operational oversight of utility billing activities, including billing cycles, adjustments, account maintenance, and cash receipting.

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8. Supports and supervises utility billing cashiers and ensures compliance with cash handling procedures, internal controls, and applicable laws, regulations, and City policies.
9. Reviews and assists with resolution of customer billing issues and escalations; coordinates with the Director of Finance on sensitive or high-risk matters.
10. Coordinates implementation, upgrades, and ongoing administration of the City's utility billing system in collaboration with the Director of Finance, IT, and external vendors.
11. Ensures utility billing processes align with applicable provisions of the Texas Local Government Code, Texas Administrative Code, Water Code, and City ordinances.

Financial Reporting, Audit, and Compliance

12. Assists in the preparation of the City's Annual Comprehensive Financial Report (ACFR) and other required financial reports.
13. Prepares audit schedules, workpapers, and supporting documentation; serves as a primary point of contact for external auditors on assigned areas.
14. Coordinates annual arbitrage calculations with external consultants and provides required documentation.
15. Supports compliance with applicable accounting standards, including GAAP and GASB requirements.

Systems, Processes, and Training

16. Serves as a lead administrator for the City's financial systems, including Tyler Munis, ensuring appropriate configuration, security, and workflow.
17. Participates in system upgrades, implementations, and process improvement initiatives related to finance, accounting, payroll, and utility billing.
18. Assists with developing and delivering training to City departments on financial procedures, cash handling, accounting controls, and best practices.

Supervision and Leadership

19. Provides day-to-day supervision of assigned Finance Department staff, which may include accounting, accounts payable, utility billing, and payroll personnel.
20. Assigns work, monitors workload, and ensures timely completion of tasks.
21. Provides coaching, guidance, and performance feedback to assigned staff; assists with onboarding and training.
22. Works collaboratively with the Director of Finance to maintain continuity of operations and coverage during absences or peak workload periods.

Budget Support

23. Assists the Director of Finance with budget development, financial analysis, and monitoring of expenditures.
24. Prepares supporting schedules, forecasts, and financial analyses related to the annual budget and mid-year adjustments.

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General Duties

25. Responds to requests for financial information from City staff, management, auditors, and the public.
26. Attends meetings, conferences, and training as required.
27. Maintains regular and reliable attendance.
28. Performs other related duties as assigned.

Required Knowledge:

- Principles and practices of governmental accounting, financial reporting, and internal controls.
- Municipal utility billing operations and cash handling practices.
- GAAP and GASB standards applicable to local governments.
- Municipal audit processes and financial compliance requirements.
- Enterprise resource planning (ERP) and financial accounting systems, preferably in a governmental environment.
- Applicable federal, state, and local financial laws and regulations.
- Modern office practices, procedures, and financial software tools.

Required Abilities:

- Perform professional-level accounting work while managing multiple operational responsibilities.
- Analyze financial data, identify issues, and recommend practical solutions.
- Communicate effectively, both orally and in writing, with staff, management, and the public.
- Coordinate and guide staff in a small-team environment.
- Exercise sound judgment, discretion, and professionalism.
- Adapt to changing priorities and work hands-on as needed.
- Build effective working relationships across departments.
- Comply with all City and departmental policies and procedures and meet attendance and punctuality guidelines.
- Work a flexible schedule to meet the demands of the job, which may include evening, weekend, and holiday work as needed to complete project deadlines or attend city-related events or meetings.

Minimum Qualifications:

A Bachelor's degree in Accounting, Finance, Business Administration, Public Administration or a closely related field from an accredited institution is required. Master's degree preferred.

Five (5) to seven (7) years of progressively responsible experience in governmental accounting, public finance, or a closely related field is required. Experience with utility billing operations, customer accounts, or cash handling functions; working with an ERP or financial accounting system (Tyler Munis is preferred) and strong proficiency in Microsoft Excel and financial systems is required. Experience in coordinating work, mentoring staff, or serving in a senior or lead accounting role is preferred.

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Licenses and /or Certifications:

Valid Class C Texas Driver's License required.

CPA, CPFO, or CGFO preferred but not required.

Supervision Exercised:

Exercises supervision over assigned Finance Department staff.

Physical Demands:

While performing the essential and other important responsibilities and duties require maintaining physical condition necessary for essential and marginal functions the employee may be required to maintain physical condition necessary to sit for prolonged periods of time; use of both hands and arms, the use of legs; walking, standing; finger/manual dexterity; ability to reach; adequate speech, hearing and eyesight required; carry, push, pull, lift or hold moderate weighted objects up to 25 pounds. May be subject to repetitive motion such as typing, data entry and vision to monitor.

Mental Demands:

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information and documents; analyzes and solves problems; uses math and mathematical reasoning; performs highly detailed work; deals with multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers.

Work Environment:

Generally work is performed in a normal office environment which is generally sedentary with exposure to computer screens and some phone and personal contact with those in and outside the department is required. May also be exposed to general office noise. Position may require availability to work a flexible schedule, including extended hours, evenings and weekends during peak workload periods, audits, or system implementations.

This job description is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with this position. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The City of Terrell may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Non-Discrimination Statement

The City of Terrell is an Equal Opportunity Employer. No person in the service of the City of Terrell or seeking admission thereto, shall be employed, promoted, demoted, transferred, discharged, or discriminated against because of political opinions or affiliations, or because of sex, sexual orientation, race, religion, physical ability, age (except where sex, age, or physical requirements constitute a bona fide occupational qualification necessary for proper and efficient functioning in the job) or any other non-merit factor.