



Assistant Finance Director

This position reports directly to the Finance Director. The purpose of this position is to perform administrative duties in the assistance of the Finance Department. You will be providing oversight of all City accounting and audit functions. This is accomplished by providing cash deposit preparation; maintaining records; monitoring and creating correspondence; accounts payable and providing reports. Other duties include assisting with filling requisitions and some city purchases. This position also supervises the Receptionist/Administration Assistant.

REQUIREMENTS: Associates Degree in Finance, Accounting or a related field, or four (4) years of equivalent experience working with and having specific knowledge of the administrative and technical nature of governmental accounting practices. Bachelor's Degree in related field preferred. A valid Texas driver's license and the ability to remain eligible to drive under the City's driver evaluation program is required; Must be bondable under City's public employee blanket bond. All required licenses and certificates must be current and valid.

SALARY RANGE: \$75,000.00 - \$95,000.00 D.O.Q.

BENEFITS:

- 100% Employer Paid Health, Dental and Life Insurances for Employee.
- Texas Municipal Retirement System at 7% with 2:1 match.
- Paid Holidays.
- Accrued Paid Personal Leave.
- Accrued Paid Major Medical Leave.
- Section 125 Cafeteria Plan option.
- Voluntary participation in Section 457 Deferred Compensation Plan.

TO APPLY:

Submit Application and Resume to Lisa Hernandez, HR Director, by Email: l.hernandez@leonvalleytexas.gov, by Fax: (210) 684-1515, or by mailing to: 6400 El Verde Road, Leon Valley, Texas 78238. For additional information about the City of Leon Valley, see our website at: www.leonvalleytexas.gov. Open until filled.