



“Assistant Finance Director”

This position reports directly to the Finance Director. The purpose of this position is to perform administrative duties in assistance of the Finance Director and Finance Department. 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 city purchases in the absence of the Purchasing Agent.

REQUIRES: Valid Texas Motor Vehicle License with the ability to remain eligible to drive under the City’s driver evaluation program. Must be bondable under City’s public employee and fidelity bond coverage. Must have a minimum of bachelor’s degree in Finance, Accounting, Business or other related field, equivalent experience may be substituted for education. Must have a minimum of Two years of financing experience.

SALARY \$59,280.00 - \$70,000.00 D.O.Q. and great benefits!

GRADE:

TMRS 7% 2:1

100% Coverage for Employee for Health, Dental and Life Insurances at no cost to the employee

Four Day Work Week

TO APPLY: Applications available at Leon Valley City Hall, 6400 El Verde Rd, Leon Valley, TX 78238 or at www.leonvalleytexas.gov. A completed application or resume must be returned to the HR Office at the above address by until 5:00 p.m. Thursday, August 29, 2019. AA/EEO/ADA”