



## Financial Assistant – Position Description Revised October 2025

**Position:** Financial Assistant  
**Department:** Clerk-Treasurer's Office  
**Job Category:** PAT (Professional, Administrative, Technological)  
**Status:** Permanent, Fulltime  
**Scheduling:** 40 Hours Weekly  
**FLSA Status:** Covered, Non-Exempt  
**Date of Announcement:** October 8, 2025  
**Application Deadline:** Until position is filled.

### **Job Summary:**

Under the supervision of the Deputy Clerk-Treasurer and the Clerk-Treasurer, the Financial Assistant helps manage the City's financial operations. This includes helping oversee financial processes and record-keeping, serving as a backup for accounts payable, accounts receivable and payroll, helping ensure effective internal controls and assisting City departments with their budgets. The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive.

### **Essential Duties and Responsibilities:**

- Help coordinate the work of the accounting/finance staff within the Clerk-Treasurer's office.
- Support and serve as a backup for accounts receivable, accounts payable and payroll.
- Help ensure effective internal controls by verifying the accuracy of the work and records of accounts payable, accounts receivable and payroll, safeguarding the public's assets and maintaining adherence to City policies and State and Federal regulations and laws.
- Manage City credit card accounts, including quickly responding to fraud alerts and helping establish a digital connection between our ERP and our credit card company as well as updating processes and communicating those to employees.
- Help oversee the City's Amazon account, including organizing, streamlining processes, and enabling the interface between Amazon and our ERP.
- Help maintain City financial records in compliance with Indiana State Board of Accounts regulations.
- Help manage compliance with local, state, and federal requirements.
- Issue timely and accurate financial statements and reports as needed.
- Help maintain and reconcile multiple bank accounts.
- Help implement financial controls, software, forms, and procedures.
- Work daily with multiple complex spreadsheets (Excel) and financial software (Incode).
- Help support the completion of pension, health insurance, and payroll payments.
- Help oversee the City's general ledger and management software (Incode and ADP)
- Collaborate and communicate effectively with Clerk-Treasurer's Office staff members, other City colleagues, elected officials, auditors, and members of the public.
- Respond to public inquiries in person and by phone.
- Assist with routine office duties as needed to ensure the smooth operation of the office.
- Perform other related duties as required.

### **Minimum Training and Experience Required:**

- Associate's degree or equivalent with emphasis on business finance, accounting, mathematics, public administration, information technology or related fields and considerable work experience; or any equivalent combination of education, training and experience which provides the necessary knowledge, skills and abilities preferred.
- Four years of experience in financial work in an office environment

➤ Substantial experience performing a variety of clerical duties, including word processing, data entry, copying, filing, scanning records, etc.

**Special Requirements:**

➤ None

**Minimum Physical and Mental Abilities:**

- Ability to engage in prolonged visual concentration while working at a computer.
- Ability to exert physical effort in sedentary to light work, involving routine stooping, kneeling, crouching, and reaching; ability to climb and balance.

**Supervisor Responsibilities**

- Help coordinate the work of accounts receivable, accounts payable and payroll.

**Mathematical Ability:**

- Competence in complex mathematical calculations

**Language Ability and Interpersonal Communication:**

- Ability to communicate effectively with supervisors, coworkers, other City personnel, and the public verbally and in writing.
- Ability to record and deliver information, meet strict deadlines, and maintain confidentiality of restricted or confidential information.
- Ability to work under stressful conditions and maintain personal composure and tactfully manage difficult situations and interpret questions correctly.
- Ability to advise and interpret the application of policies, procedures, and standards to specific situations.
- Ability to comprehend and use a variety of informational documents.

**Environmental Adaptability:**

- Ability to work effectively in an office environment.

**Rate of Pay:**

\$22.61 Minimum - \$28.26 Midpoint

Grade 12 as designated by current salary ordinance.

**Work Hours:**

Monday - Friday, 8:00 a.m. – 5:00 p.m. (Hours are required outside of normal workday for meetings and special events).

Applications available in Human Resources, 204 E. Jefferson St., Goshen or online at [www.goshenindiana.org](http://www.goshenindiana.org). Click Job Opportunities.

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