



Position Description

Job Title	Administrative Assistant
Department	Finance
Employment Status	Full time
Exempt/Non Exempt Status	Nonexempt

Scope of Work

This position is responsible for the processing of numerous financial transactions and is required to perform a variety of related tasks. In addition, the employee has the responsibility for courteously greeting and handling telephone and over-the-counter callers to the City Hall.

Supervision

Received	Finance Director/City Treasurer
Exercised	None

Essential Job Functions The job functions listed herein are neither exclusive nor exhaustive, but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Process receipts from the public and City departments
- Reconciles daily cash register drawers, and prepares bank deposits.
- Maintenance of accounts receivable related invoice processing and collection.
- Processing of license and permit applications; renewal notices and State reporting requirements.
- Ordering general office, printing, postage and copier supplies for City Hall.
- Distribution of incoming mail.
- Provide information regarding various forms of inquiries: telephone, over-the-counter and written requests.
- Performs general clerical duties such as typing, filing, word processing, spreadsheets, and data entry and data retrieval in the Finance department.

- Assists other departments as requested; performs research and provides information as needed.
- Assist in the processing of utility billing and customer accounts.
- Assist in the maintenance of the tax database.
- Assist with voter registration duties; distribution of absentee ballot materials; and maintenance of computerize voter registration records including preparation work for elections.

Other Job Functions

- Performs related duties as assigned.

Requirements of Work

Graduation from high school or GED equivalent; an Associate or Bachelor degree in Accounting or related field preferred; and at least 3 years of clerical-accounting experience involving computer recording keeping is required; Experience with cash management and cashier operations, is desired; or any equivalent combination of training and experience which provides the following knowledge, ability and skills:

Knowledge of	<ul style="list-style-type: none"> • City department and functions. • Legal requirements regarding municipal record retention; licensing and permits; and elections. • Working knowledge of general accounting principles and practices. • Business English (grammar, punctuation, spelling and tone) and basic math. • The use of standard office equipment including computers and relevant software.
Ability to	<ul style="list-style-type: none"> • Work independently with minimal supervision. • Understand and follow instructions. • Ability to perform arithmetic computations accurately and quickly. • Ability to manage time well, be highly organized, and plan work assignments effectively to maintain a smooth flow of record keeping and information processing. • Establish and maintain effective working relationships with supervisors, coworkers and the general public.
Skill in	<ul style="list-style-type: none"> • Customer service. • Well-developed communication skills, both verbal and written.

Necessary Special Requirements

None.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed in an office setting; hand-eye coordination is necessary to operate computers and various types of tools and equipment.

- Specific vision abilities required by this job include close vision and the ability to adjust focus.
- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must frequently lift and/or move up to 25 pounds.
- Work under time pressures such as frequent “rush” jobs, urgent deadlines, etc.
- Work under distractions such as telephone calls and other disturbances.
- Perform repetitive activities (calculating, keyboarding, and writing).
- Encounter unpleasant social situations (dealing with irate or disturbed individuals).