



ADMINISTRATIVE ASSISTANT

DEFINITION

Under supervision of the City Administrator or his/her designee, to perform difficult and responsible secretarial/accounting duties; and do related work as required.

DISTINGUISHING CHARACTERISTICS

This class is characterized by the responsibility to perform work which requires the application of technical knowledge, procedures and standard practices related to clerical activities, accounts payable/cash receipts, accounts receivable, account analysis, business license, parking permits, and dealing with the public and other related areas.

ESSENTIAL JOB FUNCTIONS

Duties may include, but are not limited to, the following:

- ▶ Acts as receptionist in the Administration Office, receiving and interviewing visitors, answering telephones, contacting the public and elected officials, as required.
- ▶ Performs difficult and responsible clerical and accounting duties, including the maintenance of accurate and complete records and reports, and must possess accurate and comprehensive computer skills.
- ▶ Maintains City Hall office supplies and orders new supplies as needed. Acts as key operator for the copy machine.
- ▶ Processes the Business License Program, and processes the issuance of miscellaneous invoices and processes all financial reporting documents and performs analysis of related accounts.
- ▶ Processes the Parking Permit Program, which includes the maintenance of all parking permit records; records the monthly Cemetery records, which includes the processing of all related financial reporting documents.
- ▶ Processes accounts payable and accounts receivable, including all required reports and monthly accruals, and will perform appropriate account analysis.
- ▶ Processes cash receipts, which may include weekly bank deposits and preparation of written reports, including monthly accruals.
- ▶ Performs duties relating to the preparation and issuance of purchase orders.
- ▶ Will function as back-up for payroll duties.

QUALIFICATIONS

Knowledge of:

Complex clerical functions; methods, practices and terminology used in accounting and statistical record keeping; accounts payable and accounts receivable; payroll procedures; modern office procedures; computer hardware and software; financial report preparation; and English usage, spelling, grammar and punctuation.

Ability to:

Independently process/prepare accounts payable/accounts receivable; business licenses; account reconciliation; record keeping methods and practices; prepare routine narrative and statistical reports; maintain accurate records; research regulations, procedures and or technical reference materials; maintain confidentiality of information; comply with laws and regulations governing accounting program services and operations; organize and prioritize work; operate adding and calculating machines and a computer terminal; communicate clearly both orally and in writing; prepare complete, clear and concise reports; follow verbal and written instructions; and establish and maintain cooperative working relationships with those contacted in the course of work.

Education/Experience:

Any combination equivalent to experience and education that would provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be: **Experience** - Sufficient experience performing similar duties to demonstrate possession of the required knowledge and abilities; **Education** - Completion of high school, supplemented by courses in secretarial, accounting and payroll or public administration, business and statistics.

WORKING CONDITIONS

Current physical and mental requirements for this job are: frequent sitting; some walking and standing; occasional bending, twisting, squatting and kneeling; finger manipulation ability (keyboard dexterity/grasping); work in an environment with frequent interruptions and distractions; think clearly in emergency situations; complete work under inflexible deadlines; have the memory capacity to recall details and events; distinguish between critical information and background noise/distractions; solve problems based on application of established policies and procedures; select, interpret, and apply standard concepts and procedures to solve problems; and have oral communication skills sufficient enough to allow for clear and unambiguous information transmission.