

**Position Description**  
**Administrative/Finance Assistant**  
**P/T, Temporary**

**GENERAL STATEMENT OF DUTIES:** Performs all basic office functions for the City administrative offices, including receipt of city monies, delivery and disbursement of mail to the proper positions, ordering of routine office supplies, greeting the public and referral to proper department. Responsible for all phases of accounts payable for City service charges, including file maintenance and appropriate reports. Support to city contract positions, such as planner, engineer, and public works, providing research and other information as necessary. Other such duties may be assigned as needed.

**SUPERVISION RECEIVED:** Directly supervised in all functions by City Administrator.

**TYPICAL EXAMPLES OF WORK:** An employee in this classification may perform any of the following duties. However, these examples do not include all the specific tasks which an employee may be expected to perform.

1. Responsible for processing accounts payable transactions. Processes necessary reports for accounts receivable and payables for council packets. Reconciles accounts monthly and supports annual budget preparation, reviews and maintains monthly city expenditures. Reconciles monthly credit card statement with receipts. Performs monthly bank statement reconciliation. Enters all transactions into QuickBooks. Processes reimbursements. (30 - 40% of job)
2. Responsible for secretarial duties. Answers telephone and dispatches to appropriate party, answers general questions and assists the public by referral to proper agency or individual whenever possible. Responds to customer service questions and complaints over the phone, in person, and via electronic media. (15-20% of job)
3. Responsible for purchasing office supplies. Maintains records and information on office equipment and coordinates general maintenance and supplies for equipment. (5-10% of job)
4. Responsible for preparing monthly news letter, including editing content. Assists Utility Clerk with monthly utility billings and prepares for mailing. (5-10%)
5. Responsible for payroll and human resources, including reviewing timesheets and preparing reporting forms to payroll contractor. Prepares employment files and processes all paperwork and reporting information for new employees. (10 - 15% of job)
6. Responsible for secretarial duties and initial research for City's contracted services, including City Engineer, City Planner, City Attorney, and Public Works. (5-10% of job)
7. Provides intake processing and fee collection for building permits and other Planning processes. (5% of job)

8. Maintains paper and digital City Records (5 - 10% of job)
9. Responsible for room reservations, room calendar, and payments. (5% of job)
10. Other similar duties as assigned.

**Required** qualifications for the Administrative/Finance Assistant include:

- Excellent typing skills. Knowledge of Microsoft Office, particularly Outlook, Word, Publisher, and Excel, data entry and similar computer skills.
- Basic knowledge of office equipment operation and maintenance.
- Excellent telephone etiquette.
- Ability to transcribe minutes in a clear and concise fashion.
- Ability to maintain positive customer relations and to resolve customer inquiries in a timely manner.
- Ability to follow standard accounting methods, procedures, forms and records. Ability to work effectively with other employees, officials, committees and the public. Ability to maintain composure in hectic office setting.
- Ability to perform multiple tasks, organize, and prioritize work load in order to meet deadlines in daily, monthly, and annual requirements of the various duties as described.
- Ability to establish and maintain positive working relations with coworkers, citizens and the general public.
- Ability to work with agitated and/or irate individuals when necessary, and must be able to work under short deadlines and multiple time demands.

**Preferred** qualifications include all of the above, plus

- Work experience in a municipal system or other governmental entity
- Some college-level coursework
- Experience with website management

Position will begin as part-time and temporary, with the possibility of becoming full-time and permanent during the 2018-2019 fiscal year. Scheduled work days will be Wednesday/Thursday/Friday, with some flexibility as needed.

Salary is commensurate with education and experience. Submit a letter of interest, resume, and City of Adair Village application form by March 16, 2018. The City of Adair Village is an AA/EOE employer