



Job Description
Job Code: 130
Range: 13

ADMINISTRATIVE ASSISTANT FINANCE/HUMAN RESOURCES

DESCRIPTION: Under general supervision of the Administrative Services General Manager, plans, organizes, develops and coordinates administrative functions for the Finance and Human Resources department; performs administrative, secretarial and clerical duties in providing supportive efforts to the Finance and Human Resources department; and performs related duties as assigned.

CLASSIFICATION: This is a non-exempt, full-time, classified position with full benefits.

ESSENTIAL FUNCTIONS: Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list is ILLUSTRATIVE ONLY, and is **not** a comprehensive listing of all functions and tasks performed by incumbents of this classification.

TASKS:

Greets visitors, answers phones, handles walk-in traffic questions, and interacts with the general public to resolve problems. Accepts job applications for open positions, business registrations and invoices from vendors. Provides administrative and bookkeeping support to the department; assists with daily and weekly cash reconciliations and receipts the cash into City accounting software. Assists with the implementation of proper accounting management practices/procedures to assure audit accountability; performs accounting clerical work in the maintenance of fiscal/budgetary files; helps with all filing, and general office duties as needed.

Opens and distributes mail, invoices and payments. Orders and receives office supplies. Provides full office management responsibilities to cover the activities involved in the administration of the department. Maintains the security of facilities. Serves as receptionist for the department as well as support staff for the General Manager. May be assigned duties related worker's compensation claims.

Maintains files and records of plots in the cemetery (deceased and reserved); interacts with families and/or funeral homes for burial services to be provided by the City; invoices funeral homes and/or individuals for burial services and police escorts, and collects payments.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of applicable federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures, related to Finance and Human Resources.

Knowledge of research methods and techniques.

Knowledge of proper English, grammar and spelling.

Knowledge of the employee handbook.

Knowledge of general accounting principles.

Skill in developing and maintaining effective interpersonal relations.

Skill in creating and maintaining manual and automated files.

Skill in records management.

Skill in the use of computer applications software.

Skill in oral and written communications.

Skill in coordinating multi-tasking.

Skill in the operation of personal computers; knowledge of computer hardware and software.

PHYSICAL REQUIREMENTS: This classification is mainly in an office environment; however it may also involves some outdoor work and the ability to traverse uneven terrain.

MINIMUM REQUIREMENTS: The equivalent of three (3) years of progressively responsible administrative experience including one (1) year bookkeeping/payroll experience.