

ADMINISTRATIVE ASSISTANT – FINANCIAL SERVICES

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the classification. Class specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under direction of the City Finance Director, to provide technical support in the development and maintenance of the City's financial programs; and to do other related work as required.

CLASS CHARACTERISTICS

Incumbents allocated to this class have responsibility to perform a variety of complex and technical duties related to the City's financial and budget systems. This class is the next higher level in the Administrative Assistant series, and is distinguished from the next lower class of Administrative Assistant-Public Services, by the need for incumbents' to be more familiar with the specific financial program operations of the City, requiring more advanced skills and knowledge in general accounting principles. Incumbents are also expected to resolve more complex financial problems and make system "up grades" resulting from financial program and/or policy changes. The class of Senior Administrative Assistant is distinguished from this class by more independent responsibility for major projects, such as grant applications and/or management, involving significant City resources. Work is reviewed upon completion and for overall results. The salary range assigned for this class is broad and placement on the salary range is governed by the incumbents' skill level, experience, and overall performance and City policies. The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required or assigned.

EXAMPLE OF DUTIES

- Assist in the development and maintenance of the City's financial and accounting systems; recommend financial policies and procedures; assist the Finance Director in the performance of controller duties relating to auditing and disbursement of claims;
- Perform a variety of technical accounting duties in the preparation, maintenance and processing of accounting records and financial transactions including accounts payable, accounts receivable, fixed assets and payroll functions;
- Coordinates the automated financial systems to maintain and process the City budget, expenses, payroll, inventory and other financial transactions; performs a wide variety of financial transactions on PC or other information processing hardware, using specialized software packages.

- Process, code, enter and verify numerical or financial data; assist in the preparation of technical reports and documentation; compile and prepare routine reports, prepare accounting entries to transfer funds between accounts; prepare City payroll; assist in preparing annual fiscal budget; reconcile various accounts;
- Assist staff in special projects; compile data; prepare correspondence and reports; perform purchasing agents duties when assigned; perform risk manager duties when assigned; responds to the needs of Live Oak citizens and provides services as assigned; prepares a variety of billing transactions for City utilities and services as assigned; processes parking citations, business and dog licenses.
- Cross train clerical/technical staff; learn financial responsibilities of Finance Department; make presentations to City Council as directed; may provide training and supervision on accounting functions
- Prepares financial, statistical and budget analyses and/or other various reports; assists in the preparation of the City's financial statements, audit reports and required reports to other governmental agencies; may assist in the preparation and maintenance of the City cost allocation plan.
- Coordinates activities related to area of assignment with other City departments and, outside agencies; processes applications for the rental of City facilities.
- Provides a wide range of secretarial duties for City management and the City Council as directed; composes routine correspondence; operates personal computers and related software, such as Word and Excel; sorts, indexes and files City documents; schedules appointments, directs mail and assists on surveys, required notices and purchasing activities;
- Operates City radios/cell phones as needed; processes meter reading data, prepares bills for mailing, final notices and collection notices; assists management staff on special projects by performing research, data input of mathematical calculations and composing basic or routine reports; may attend public functions as support staff when directed;
- May be assigned some City Treasurer duties as directed by the Finance Director including signing of City checks, transfer of investment funds and other related duties.

ESSENTIAL POSITION FUNCTIONS

1. Percent of time spent attending meetings, research, reading and deskwork - 60%
2. Percent of time spent operating the following equipment - 40%
 - a. Personal computer and printer - 25%
 - b. Telephone - 10%
 - c. Fax machine and copy machine - 5%

MINIMUM QUALIFICATIONS

Knowledge: generally accepted accounting principles, budgetary accounting and some knowledge of cost accounting principles; knowledge of accounting principles and procedures, applications of accounting and budgeting including financial record keeping used on a computer-based accounting system.

Ability to: Understand and maintain financial accounting systems; collect, compile and verify accounting data; maintain accurate and neat files; communicate clearly and concisely, both orally and in writing; establish and maintain effective working relationships at all levels of the organization; learn and perform all aspects of the City's financial and budgetary system; properly interpret and make decisions in accordance with laws, regulations and policies; provide lead supervision of assigned staff and work independently in the absence of supervision.

Education and Experience: College level core course work in accounting and three years of experience that would indicate possession of the above knowledge and ability. A Bachelor's degree from an accredited college or university in accounting, business or finance may substitute for two years of experience; or any combination of education and experience that provides equivalent knowledge, skills and abilities.

Special Requirements: Must possess a valid California driver's license.