

Job Title: Administrative Assistant Prepared By: County Treasurer

Classification: Full-time Prepared Date: May 12, 2015

Department: Treasurer Approved By: Human Resources

Reports To: Treasurer Approved Date: 2/3/2016

Location: 525 E. Grand Ave. FLSA Status: Non-Exempt

Summary: Under direct supervision, performs a variety of accounting, administrative duties, technical tasks, and provides assistance to the Chief Deputy Treasurer and the County Treasurer.

Essential Job Functions: Essential function, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is *ILLUSTRATIVE ONLY*, and is not a comprehensive listing of all functions and tasks performed by positions in this class. The job description is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to, the following:

- Performs various accounting functions and technical tasks.
- Conducts accounts receivable/accounts payable activities including preparing and maintaining documentation, posting and balancing transactions, coding and batching transactions, balancing cash drawers, preparing checks, and data input.
- Answers telephones, greets the public, and provides general information within the area of assignment.
- Coordinates and maintains records and files, and prepares or assists with reporting as required.
- Prepares, processes, and mails correspondence.
- Provides assistance with coordinating departmental activities and conducting research as required.
- Provides general administrative support including maintaining files and databases, producing reports, answering telephones, processing mail, copying, and faxing.
- Prepares correspondence including letters and memos.
- Provides customer service assistance to internal and external parties.
- Performs accounting and financial record keeping activities including daily/monthly deposits, creating invoices, and preparing bills for payment.
- Provides data entry support.
- Takes, prepares, and maintains meeting minutes as required.
- Prepare annual budget work books, attend budget hearings as required.
- Prepare directories, office vouchers, and project information as needed.
- Assist in filing, scanning, and archiving records for the County Treasurer and Chief Deputy County Treasurer.
- Maintain records from the Department of Revenue and protested accounts.
- Maintains and updates departmental forms.
- Performs notary tasks as required.
- Performs other duties as assigned or required.

Knowledge and Skills:

- Knowledge of accounting activities and processes.
- Knowledge of current accounting standards and practices.
- Knowledge of customer service protocol.
- Knowledge of activities relative to area of assignment.
- Knowledge of administrative/clerical practices and processes.
- Knowledge of standard office software applications.
- Knowledge of standard office equipment.
- Knowledge of customer service standards and protocol.
- Knowledge of record keeping and basic accounting processes.
- Skill in coordinating and performing accounting activities applicable to area of assignment.
- Skill in posting, balancing, reconciling, and auditing transactions.
- Skill in accepting and processing payments.
- Skill in providing general information and/or assistance to the public.
- Skill in preparing and maintaining records, files, and correspondence.
- Skill in performing general administrative support functions.
- Skill in providing customer service assistance in person and by telephone/e-mail.
- Skill in effectively interacting with the general public and other relevant parties.
- Skill in preparing and maintaining correspondence, reports, records, documentation, and files.

Minimum Qualifications:

High School Diploma or equivalent; two (2) years of clerical accounting and support; or an equivalent combination of education, training, and experience.