

ACCOUNTING & ADMINISTRATIVE ASSISTANT

GENERAL PURPOSE OF DUTIES:

Provide general clerical and office support to Administration, Public Works and Planning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Position will provide a variety of office tasks to include, but not limited to:

1. Perform a variety of general administrative duties.
2. Initial public and phone contact as receptionist; assists customers at front desk by providing general information.
3. Receives payments and issues receipts for water/sewer service and license fees.
4. Maintains office files; cash and keeps records of cash receipts; prepares and makes bank deposits.
5. Prepares accounts payable, maintains records relating to accounts payable and completes related reports.
6. Receiving, distributing and processing of Building Permit Applications/Permits, compiling fees.
7. Creating and maintaining Building and Planning Department filing and record systems, database, end of the month reports and large mailings.
8. Type correspondence, forms, lists, photocopy, receive and distribute mail.
9. Schedules appointments, makes reservations and arranges conferences and meetings.
10. Create and deliver Planning Commission packets, set-up and attend Planning Commission meetings, transcribe and maintain Planning Commission minutes.
11. Ability to prioritize, coordinate and manage various work assignments.
12. Handle record retention for City Hall.
13. Maintain City Website.

JOB QUALIFICATION REQUIREMENTS:

Education and/or Training: Minimum High School graduate or equivalent education; preference given to Associates or Bachelor's Degree in related field. Combination of equivalent experience and education may substitute.

Mandatory Requirements: Knowledge of office practices and procedures, business English, spelling, punctuation, grammar, word processing software and secretarial practices. The ability to operate a

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computer, do word processing, spreadsheets, database programs, and transcription. Be familiar with Internet and email use. Ability to do simple math calculations. Be effective in oral and written communication. Have excellent organizational skills. Ability to work with a variety of personnel.

Desirable Requirements: Previous experience in a clerical position. Knowledge of word processing/database and Springbrook software utilized within the department. Knowledge of website design.

Special Requirements/Licenses: Must be or become a Notary Public for the State of Oregon. Must possess, or have ability to acquire, a valid State of Oregon driver's license.

PERIPHERAL DUTIES:

1. May serve on a variety of employee committees or assist with other regular office duties as required.
2. May be cross trained in utility billing, payroll and all duties in the office.
3. May act as dispatcher.
4. Process payroll when the Finance Officer is out of the office.
5. Process the water/sewer billing when the City Recorder is out of the office.
6. Assist with the web page.
7. Assist with the City newsletter.

KNOWLEDGE OF:

Knowledge of general office practices and procedures; record keeping practices; filing systems; appropriate cash handling procedures; record keeping practices used in the maintenance of accounts receivable/payable/payroll. Be skill in the operation of standard office equipment and computer applications, including networks. Ability to properly record and document financial transactions; deal effectively with frequent interruptions; establish and maintain effective working relationships with employees and the general public; clarify information, resolve discrepancies and explain accounting policies to other employees, vendors, or agencies; meet and deal with the public courteously and tactfully, establish priorities and organize workload; organize, file and retrieve materials and documents; communicate effectively both verbally and in writing; work with limited supervision and use independent judgement in making decisions; interpret governing laws, codes and regulations; understand and follow oral and written instructions. Learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

SKILL IN AND ABILITY TO:

Operate standard office equipment, including computer applications. Properly record and document financial transactions. Deal effectively with frequent interruptions. Establish and maintain effective working relationships with employees and the general public. Clarify information, resolve

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discrepancies, and explain accounting policies to other employees, vendors, or agencies. Meet and deal with the public courteously and tactfully. Establish priorities and organize workload. Organize, file and retrieve materials and documents. Communicate effectively both verbally and in writing. Work with limited supervision and use independent judgement in making decisions; interpret governing laws codes and regulations. Must be able to understand and follow oral and written instructions, learn clerical tasks readily, and adhere to prescribed departmental routines and policies.

ESSENTIAL FUNCTIONS:

Must be able to demonstrate: ability to type 40 words per minute; basic knowledge of computer operations including word processing, spreadsheet programs and computer networks; ability to rapidly and accurately operate a 10-key calculator and use common office equipment; pleasant telephone skills; knowledge of principles and methods used in finance and banking.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The employee works primarily indoors, in an office environment. The noise level in the work environment is usually quiet, but can at times be noisy and distracting.

PHYSICAL DEMANDS OF THE POSITION:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this position, the employee is frequently required to sit and talk or hear, and observe, handle, feel or operate objects, tool, or controls; and reach with hand and arms. The employee is occasionally required to walk.

The employee is typically required to move materials weighing up to 10 pounds on a recurring basis, and must occasionally lift and/or move more than 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

COMPENSATION TYPE: Bi-Monthly

FLSA EXEMPTION STATUS: Non-Exempt

JOB GRADE: Entry level through Step 5

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FULL-TIME

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POSITION FUNCTIONAL REQUIREMENTS

Division/Dept: Administration
Job Title: ACCOUNTING & ADMINISTRATIVE ASSISTANT
Reports To: City Administrator

Physical Job Function

Designated Function	Reach (Inches)	Distance (Feet)	Weight (Pounds)	Time (%)
COLLATING		3		2
DIALING	18			5
FILING	18			2
KNEELING				2
LIFTING		3	25	5
REACHING		3		5
SITTING				80
SORTING	18			10
STOOPING				3
STANDING				10
TYPING	12			5
WALKING				10
COMPUTER ENTRY	18			50

Note: Percentages of time usually exceeds 100% because many functions actually occur simultaneously.

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MENTAL APITUDES TABLE

Designate Function	% Time	Aptitude Level
WRITING	10	2
READING	20	1
REASONING	50	1
MATHEMATICS	25	2
VERBAL	20	2

Note: Percentages may exceed 100% because functions may occur simultaneously.

BASIC ACUITIES

Designated Function	Acuity Level
VISION	1
HEARING	1
TOUCH	2
TASTE	3
SMELL	3

Note: Acuity/aptitude levels are: High = 1 Medium = 2 Low = 3

Acuity/aptitude levels are established **after reasonable** accommodations are provided.