

Job Title: Administrative Assistant

Department: City Clerk's Office

Job Summary: Assistant to the City Clerk. Handles all bookkeeping duties. Responsible for monthly reports for City Council, CERC Board, Fire and Ambulance Departments.

Qualifications: High School graduate or equivalent. Prior experience in computerized Accounting/bookkeeping and payroll. Working knowledge of spreadsheets, word processing software, computers and other office equipment. Strong communication skills are a must.

Job Duties:

1. Must meet the public in an open and friendly manner, requiring a high degree of professionalism to ensure beneficial public relations.
2. Responsible for answering the telephone in a timely and courteous manner.
3. Responsible for maintaining checking and savings accounts:
 - a. Receipts payments and prepares deposit tickets for City Clerk.
 - b. Maintains cash accounts and responsible for balance of each.
 - c. Reconciles bank statement monthly.
 - d. Reconciles general ledger cash accounts to bank statement.
4. Maintains general ledger
 - a. Records month-end journal entries
 - b. Prepares balance sheets and income statements for each fund for City Clerk and City Council.
 - c. Prepares Fire and Ambulance Departments monthly bills allowed and forwards to the department Secretary/Treasurer.
 - d. Prepares monthly bills allowed for CERC Board.
5. Accounts Payable
 - a. Codes and enters invoices for payment.
 - b. Prints checks and distributes.
 - c. Responsible for obtaining purchase orders from Fire and Ambulance Departments.
 - d. Responsible for filing and maintaining Accounts Payable files.
 - e. Prepares 1099 forms annually

3. Payroll

- a. Maintains personnel files on all city employees
- b. Prepares biweekly payroll
- c. Prepares State and Federal payroll reports relative to taxes
- d. Keeps accurate, up-to-date vacation and sick leave information.
- e. Prepare W2's annually

7. Water/Sewer Billing

- a. Prepares monthly billing
- b. Maintains existing utility accounts and establishes new accounts when necessary
- c. Gives delinquent accounts list to City Clerk and Council

8. Assists Clerk with annual budget and supporting documents

9. Prepares reports for auditors and assists with audit

10. Serves as chairperson for AWAIRS (Safety) Committee

11. Assists Clerk with correspondence and miscellaneous reports

12. Additional duties as may be assigned from time to time

Physical demands: Light work, sits and walks throughout the workday. Visual acuity to prepare and read reports. High degree of manual dexterity to efficiently operate computer, 10-key, and other general office equipment.