

# *City of Tuscumbia*

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## **Position of Job Description**

POSITION TITLE: Administrative Assistant I

APPROVED BY: JoAnn Armstead

REPORTS TO: Staff Accountant

DATE APPROVED: 1/19/2021

DEPARTMENT: Treasurer

ANNUAL SALARY:

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### **POSITION PURPOSE**

Under the supervision of the Staff Accountant, the Administrative Assistant I will be responsible for providing clerical support in the following areas: maintain employee personnel and medical files; keeps records of Oakwood Cemetery; enters daily receivables into Accounting System for submission to the general ledger; assists with the issuing of business licenses, and other duties as assigned.

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### **ESSENTIAL FUNCTIONS AND BASIC DUTIES**

1. Assumes responsibility for performing assigned fund accounting and related clerical support functions.
  - a. Processes payables A-L verifying purchase orders and items purchased are properly acquired.
  - b. Receipts daily cash into the account receivables software and balances to cash reports with the Accounting Clerk.
  - c. Maintains files, including filing of general ledger vouchers, accounts payables documentation, payroll records and other miscellaneous filings.
  - d. Verifies payroll overtime and leave slips are properly prepared and noted on timesheets before processing.
  - e. Assists Accounting Clerk with the final process of payroll.
  - f. Assists the Administrative Assistant with phone calls; answers various inquiries and provides information on all departmental services and functions.
  - g. Files and maintains work related injury reports.
  - h. Assists with the application process on new employees or re-hires; enters personnel data into payroll system including ACA and RSA information.
  - i. Types correspondence and other documents as directed.
  - j. Receipts payments for permits, burials and other fees.
  - k. Fills in for Administrative Assistant when needed.
  - l. Maintain the records on Oakwood Cemetery by recording burials, deeds, and documenting other information as needed or required.
  - m. Assists the Cemetery Sexton with the accuracy of records when needed.
2. Assumes responsibility for establishing and maintaining effective communication and coordination with city personnel, management and customers.

- a. Maintains regular contact with other departments to obtain and convey information.
  - b. Keeps management informed of any significant problems.
  - c. Exemplifies good customer service relationships.
  - d. Attends training as required.
3. Assumes responsibility for related duties as required or assigned by the city clerk/treasurer.

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## PERFORMANCE MEASUREMENTS

1. Adheres to city policy and procedures.
2. Must be courteous and efficient.
3. Establishes and maintains effective working relationships with others in working toward common goals. Contributes to a work atmosphere conducive to team development. Shares information, expertise and resources with others.

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## PHYSICAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Physical Strength: Sedentary work; sitting most of the time. Some lifting of files required.

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## WORKING CONDITIONS

Office: A typical work place that would require good work ethics due to the proximity and layout of the offices.

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## MENTAL ACTIVITIES AND REQUIREMENTS OF THIS POSITION

Reasoning Ability: Ability to apply common sense and understanding to problems.

Mathematics Ability: Ability to perform basic math skills.

Data processing Ability: Ability to learn business license and accounting software in order to process data.

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## QUALIFICATIONS

Education: Applicant must have a minimum of an Associate Degree in Business Administration or related field; and/or equivalent work

experience.

**Required Knowledge:** Three or more years of previous related experience in customer service, human resources and preferably accounting.

Applicant must have training in Microsoft Office software and be computer literate.

**Skills and Abilities:** Must complete the requirements for the Certified Governmental Accounting Technician (CGAT) Program within two years of hire.