

City of Mascoutah

JOB DESCRIPTION

Title: Executive / Finance Assistant
Department: Administration
Reports to: City Manager and Finance Coordinator
Status: Full-Time
Supervision Duties: N/A

QUALIFICATIONS:

- Knowledge of accepted local government principles and practices, business/government correspondence formats and filing/record systems.
- Knowledge of telecommunication policies, procedures, and the ability to perform telecommunication techniques and operate telecommunication equipment.
- Knowledge of administration policies, procedures and practices as necessary for the position.
- Must be proficient in the use of computers, office equipment (i.e. fax machine, scanner, copy machine, multifunction telephone/software), record keeping, electronic filing and records management systems, spreadsheet and database activity, and word processing.
- Ability to communicate strongly both orally and in writing.
- Capable of handling stress and pressure with a calm and professional demeanor while dealing with multiple competing deadlines, noise level in work environment and working with residents/customers.
- Ability to handle confidential customer information and personnel information and materials in an ethical, professional manner.
- Ability to proofread and edit documents for correct grammar, spelling, sentence structure, punctuation, tone, and content.
- Experienced in effective multi-tasking.
- Ability to be objective, make decisions without outside influences.
- Ability to maintain a positive attitude; demonstrate a commitment to City goals and values, and to exhibit a positive overall service-oriented manner and a willingness to work together in a team environment.

EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Two years related work experience.
- Experience with fund accounting preferred.
- Experience with Caselle Connect financial software a plus.

RESPONSIBILITIES AND DUTIES (other duties may be assigned):

- Assist the City Manager and Finance Coordinator with document preparation, research, communications and projects as needed.

- Process payroll timesheets in coordination with Finance Coordinator and City Manager.
- Process Accounts Payables: insure all bills are properly processed and paid timely.
- Assist in resolving citizen and other complaints or delegate to proper Department for resolution.
- Assists Finance Coordinator in preparing, reconciling, maintaining, and reviewing various General Ledger accounts, analyses, statements, reports and files.
- Act as staff support for various projects and events.
- Answer incoming phone calls, emails and other communication for the City Manager's Office.
- Assist administration staff with budget document preparation.
- Review and post updates to the City's website.
- Deputy City Clerk duties.
- Process City mailings to citizens, property owners, businesses, etc.
- Provide backup for scheduling and reservation services for parks facilities and other rentals.
- Administrative support for City Council agenda formation and meeting packet assemblage.
- Assist in the planning of City sponsored events and other events.
- Backup support for Finance Coordinator including payroll processing, general ledger balancing, and budget preparation.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid driver's license.

PHYSICAL DEMANDS:

- Requires ability to climb and reach minimally.
- Requires ability to lift from floor to overhead storage up to twenty-five pounds (supplies).
- Requires ability to reach shelving up to eight feet with use of step ladder.
- Requires ability to stretch and move body joints in the process of bending, stopping, kneeling or reaching without assistance from another.
- Ability to sit continuously; stand, walk, squat, bend, hear, reach and grasp occasionally.

WORK ENVIRONMENT:

- Ability to perform job duties during stressful situations.
- Employee is not exposed to any adverse environmental conditions.

This job description purpose is to indicate the types of tasks and difficulty levels needed for this position. It is not intended to state specific duties and responsibilities or to limit the control of a supervisor to assist, direct or assign work of employees under their supervision. This document will not exclude other duties not stated herein.