ADMINISTRATIVE ASSISTANT – FINANCE
06.2003

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

Position Summary
Under general direction, as the only administrative support person for the entire department performs many different levels of duties and varied responsibilities. Provides varied, complex, confidential office administrative assistance to the Auditor Controller, Budget & Programs Analyst Manager, Capital & Grants Program Manager, and the Accounting Manager Departments, and associated administrative, supervisory and professional staff. Performs highly responsible and sensitive duties; exercises the highest level of discretion, confidentiality and independent judgment related to the executive responsibilities of the management level for which assistance is provided. Make decisions that significantly facilitate the work of the Auditor Controller and associated staff. Performs related work as required.

Essential Responsibilities
• Compiles quarterly reports for Finance-Auditing Committee meeting
• May prepare and finalize reports to various Committees and Board
• May proof and sign manual checks from the Payroll Department and for the distribution of all employee payroll checks
• Sorts and routes all incoming U.S. mail and interoffice mail for the Auditor-Controller, Accounting, Payroll, Grants, and Administrative Receptionist Departments
• Gathers timesheets for all Auditor-Controller departments for the Auditor-Controller’s signature
• May prepare correspondence letters for the Budget Manager, and finalize letters and documents for the FasTrak Coordinator
• May prepare expense reports, petty cash, and check requests for all Auditor-Controller staff
• Researches airfare and hotel accommodations and makes reservations for all Auditor-Controller and staff
• Responsible for the distribution of annual reports to approximately 40 businesses, institutions, etc.
• Maintains the “contacts” and calendar folder in Outlook for the Auditor-Controller
• Maintains the department files, confidential records and files, including a file index
• Creates and maintains monthly Excel spreadsheet summarizing the operating expenses of the department for the fiscal year
Develops and implements a work task system to improve the flow of information, and thus the efficiency of the Office of the Auditor-Controller.

Creates and maintains tables to track employee suggestions and responses, as well as participate as a member in the Employee Suggestion Committee.

Proposes new guidelines or procedures as appropriate.

Follows up and collaborates with department heads and managers to keep advised of the status of correspondence, agenda items and other related matters delegated for action or response.

Interact and interface extensively with District employees.

Prepares a variety of drafts and finished materials, which may include technical content, statistical content and terminology related to the activities of the division or department, including materials for meetings, speeches, presentations, and agenda items from notes, brief instructions, prior drafts or voice recording equipment; reviews and/or edits materials for completeness, accuracy, format, compliance with policies and procedures, and appropriate English usage.

Composes and edits correspondence from brief oral or written instructions for management signature; may sign routine correspondence without management review.

Researches, compiles and summarizes a variety of informational materials; prepares draft and/or final correspondence, narrative reports and other written materials using such information.

Prepares and reviews a variety of periodic, statistical and special reports regarding the activities of the division or department, which may require research, compilation of data, designing forms, and ascertaining project status from various sources.

Receives and screens telephone calls' ascertains the nature of the contact and directs the caller to the proper individual and/or provides authoritative information which may require the use of judgment and interpretation of department policies.

Works with members of the District as well as the public to address concerns as directed.

Relieves manager of certain administrative matters by transmitting information and staying informed of pertinent activities.

May assist department/division in budget preparation and administration.

Knows and follows the safety and health rules and safe working practices applicable to job.

Performs additional related duties as assigned.

Regular and reliable attendance and performance are required.

Required Knowledge, Skills and Abilities

**Working knowledge of:**

- Occupational health and safety rules and working practices applicable to this position.
- Business English usage including spelling, grammar, punctuation and vocabulary.
- MS Office Suite.
- Records Management.
Ability to:

• Learn and apply District policies, laws, and regulations that pertain to work
• Recognize process improvement opportunities
• Read and understand Memorandum of Understandings for policy, procedure and paperwork processing needs
• Use strong problem solving skills
• Actively participate and function in a team-based environment
• Be creative, innovative and self-motivated to improve the Auditor-Controller department and the Finance-Auditing team
• Evaluate and determine alternative courses of actions and present recommendations
• Maintain confidentiality and protect information and documents appropriately
• Work effectively in a high volume, high visibility office environment
• Effectively multi-task in an environment with frequent interruptions and changing priorities
• Organize work, set priorities, meet critical deadlines and follow up assignments with a minimum of supervision
• Use excellent interpersonal and communication skills in interacting effectively with personnel at all levels, both inside and outside the District
• Manage projects and programs in a positive, effective manner while maintaining adherence to deadlines, policies and procedures
• Compose correspondence and other projects from brief instructions
• Use initiative and independent judgment within established guidelines
• Analyze and resolve administrative concerns
• Use tact, discretion, initiative and independent judgment in establishing and maintaining cooperative, effective and productive professional working relationships with all encountered in the course of work
• Maintain professionalism while dealing with sensitive issues and sound judgement coupled with sensitivity toward organization impact is a necessity
• Effectively organize and maintain the records of the department or division assigned
• Perform intermediate to advanced proficiency in Microsoft Word, Outlook, and Excel. PowerPoint is desirable
• Compose business letters, reports, and finalize agenda items using correct grammar, punctuation, spelling and format
• Use all modern office machines and equipment such as fax machines, network computer systems, copiers, and computers
• Work under the pressure of deadlines
• Maintain a calm demeanor and efficiency during emergencies or other stressful situations
Minimum Qualifications

Education and/or Experience:
A combination of college level training and position related experience equivalent to:
• Requires a minimum of four years' recent full-time position related complex and confidential experience requiring the use of initiative and independent judgement. Experience must include a minimum of two years' personal computer experience
• Must be able to demonstrate proficiency using advanced word processing, database and graphics software, prepare graphs, and spreadsheets using Excel. PowerPoint is desirable
• A degree in Business, Finance, Public Administration, or related degree may be substituted in lieu of one year of experience

Desirable Education and Experience Requirements:
• Secretarial or business training certification or equivalent
• Development of office work flow experience is highly desirable

Required License:
• Must possess and maintain a current, valid California driver's license and satisfactory driving record.

Physical Requirement:
Mobility to work in a typical office setting. Ability to communicate in person and over the telephone. Ability to read printed materials and a computer screen. Ability to travel to District facilities. Routine use of computer, telephone and other office equipment.