

Administrative Financial Support Assistant

Performs intermediate skilled administrative support work receiving and handling requests, inquiries, and complaints, distributing incoming and outgoing mail, overseeing and maintaining financial records, performing data entry, managing and maintaining database, maintaining records and files, and related work as apparent or assigned. Work is performed under general supervision of the Director of Finance.

Essential Functions and Primary Duties

Performs administrative duties in the Finance Department including record keeping, transcribing minutes, tracking and processing various documents and tasks. *(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)*

- Prepare Finance Committee agendas and memos for Council Committee meetings.
- Prepare and distribute Finance Committee packages and transcribe meeting minutes.
- Research appropriations for amendments and other Finance Committee and City Council materials.
- Assist with preparing annual Capital and Operating budget book and presentation.
- Order and manage office supplies and budget account.
- Make travel arrangements and reservations for City employees.
- Coordinate City-wide Competitive bid process.
- Prepare various documents which may include reports, memos, letters and responses to correspondence.
- Handle incoming and outgoing mail.
- Collaborate with administrative staff in other departments.
- Assist the department with updating financial data within the financial accounting system.
- Oversee the record retention policy for the department.
- Organize and schedule meetings and prepare meeting agendas.
- Answers incoming calls; ascertains nature of business; provides information; takes messages and forward calls.
- Receives, processes and resolves resident and employee concerns and complaints and/or refers to appropriate staff.
- Makes appointments, greets visitors, maintains office calendar for the Finance Department.
- Coordinates departmental and regulatory deadline submissions.
- Self-starter and highly motivated individual.

Education and Experience

Associates/Technical degree and extensive experience in office administration with supervisory or management experience, or equivalent combination of education and experience. Minimum 2 years' experience in office environment performing as an administrative or financial support assistant.

Knowledge, Skills and Abilities

General knowledge of principles of governmental organization and administration; thorough knowledge of modern principles, practices, theories, techniques, laws, rules and regulations, policies and

procedures relating to the department and the City; thorough knowledge of standard office methods and procedures.

Skill in the use of personal computers, associated software packages, hardware, and peripheral equipment; skill in basic bookkeeping; skill in Microsoft Suite programs and applications; skill in problem-solving, research, organization, and time-management; skill in data entry.

Ability to make basic and accurate arithmetic calculations; ability to prepare reports and statements; ability to understand, interpret, explain and apply policies and procedures; ability to communicate effectively orally and in writing; ability to gather and organize data and information; ability to exercise discretion and handle confidential information according to established procedure; ability to make sound decisions; ability to perform and organize work independently; ability to establish and maintain effective working relationships with associates, contractors, other departments, and the general public.

Physical Requirements

This work is sedentary and requires little to no exertion of force; work regularly requires standing, walking, sitting, speaking or hearing, using hands to finger, handle or feel, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling and repetitive motions and occasionally requires climbing or balancing; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and operating motor vehicles or equipment; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

Special Requirements

May require Notary Public certification. Valid driver's license in the State of Ohio.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential task. The City of Shaker Heights does not hire individuals who use or test positive for tobacco or nicotine products.

Please send a letter of interest and resume to the City of Shaker Heights, Human Resources
Department: human.resources@shakerheightsoh.gov