

Position Title: Sr. Administrative Assistant

FLSA Status: Non-exempt

Reports to: DHS Supervisor – Administration

Pay Grade: 8

Department: Human Services

### I. Position Summary

This position description has been prepared to assist in evaluating duties, responsibilities, and skills of the position. It is not intended as a complete list of specific responsibilities and duties, nor is it intended to limit duties to those listed.

This position is responsible for assisting with maintenance of accounting and record keeping systems and for providing current information on the financial status/administration of the Human Services Department. During absence of Financial Administrative Assistant, employee assumes non-supervisory duties of that position.

### II. Essential Duties and Responsibilities

- Responsible for maintenance of accounting and record-keeping systems to meet County/State/Federal requirements and any updates.
- Assists with development/submission of annual agency budget & service contracts.
- Reconciles monthly State and County computer financial reports per regulations.
- Prepares, completes, and submits monthly statistical and financial reports for Director, Board, Supervisors, and others in preparation for Single County Audit.
- Monitors receipt and posting of payments - deposit with County Treasurer.
- Prepare and post bills for Committee approval and post Departmental payrolls.
- Posts receipts and expenditures to appropriate journals and ledger.
- Prepares a monthly trial balance.
- Completes and submits cost reimbursement forms to State and County.
- Verifies accuracy of departmental accounts, expense accounts, & other records.
- Prepares, maintains, and reconcile purchase of service contracts.
- Develops billing system for cost-share; Prepare and send monthly cost share bills.
- Performs certification of child care providers and arranges training and education classes.
- Enters rate settings and placement confirmation/approval in absence of unit supervisor.
- Provides back-up coverage to front office staff.

### III. Related Job Functions

- Responsible for working safely and following safety practices and standards of the facility; responsible for reporting and/or correcting any existing or potential safety or accident hazard.
- Responsible for maintaining and continued self-direction of education related to accounting functions (may include education of grant funding financial limitations, etc.)
- Establishes and maintains effective working relationship with co-workers and others.
- Attends staff meetings and state and county training sessions, conferences, and meetings.
- Performs related work as required or directed.

### IV. Physical Demands

70% -Sits at desk, uses hearing, near vision and fingering for typing, word processing, computer keyboard or other office machines. 50% - Talks to clients, callers, department staff. 20% - Moves about the office. 50% -Handles papers and manuals. 30% of time is spent standing and reaching in order to perform filing or other duties, and lifting files, copy paper and other office materials. Frequently moves around office and building. May travel to other offices or sites for meetings, paperwork, etc. Involves minimal potential and/or direct exposure to blood or body fluids.

### V. Education and Training Requirements

- Graduation from an accredited high school, or GED. Vocational/Associate degree in Accounting/Finance required, supplemented by three years of financial office experience. Requires computer experience including spreadsheet and accounting applications; with preference for demonstrated competency in bookkeeping skills. In evaluating candidates for this position, the County may consider a combination of education, experience and training that provides the necessary knowledge, skills, and abilities to perform the duties of the position.
- Possession of a valid driver's license and reliable transportation with adequate auto insurance to meet minimum County requirements, or access to reliable transportation for city and rural travel.