

# TOWN OF FINCASTLE

## Job Description

**Title:** Administrative Assistant

**General Description:** This position is responsible for bookkeeping, secretarial and clerical duties for the Town and Mayor. The incumbent should be proficient in Excel, Word, PowerPoint, and QuickBooks and should be helpful and pleasant in customer relations. A portion of the work performed is of confidential nature. The incumbent must be eligible to be bonded. This is a part-time position.

**Reports to:** Administratively to the Town Manager

**Salary and Benefits:** Salary and benefits are commiserate with experience.

**At-Will Employment:** All Town employees serve at the pleasure of Town Council and the Mayor, and Town employment is at-will. Nothing in this job description shall be construed to create any contract of employment, term of employment or tenure.

**Essential Functions:** The following duties/functions are intended to provide a fair representation of the day-to-day duties of the Administrative Assistant; however, these functions/duties/responsibilities may be changed from time-to-time as the Town Manager sees fit, with appropriate communication and approval from Town Council and the Mayor. Functions are not listed in order of importance or priority.

- Annual preparation of the Town Budget for the Water and Sewer and General Funds, with input from the Town Manager, and members of the Town's Finance Committee
- Maintenance of Town payroll records and associated tax reports
- Monthly preparation of Financial Reports, including but not limited to listings of expenditures, Treasurer's Reports for the Water and Sewer, General and Sidewalk Funds, Income Statements, Balance Sheets, and Trial Balances, and any other reports as may be required or requested from time-to-time by the Town Manager, Mayor, or Town Council
- Monthly reconciliation of bank statements
- Preparation, assimilation and distribution of monthly meeting materials, based on the agenda prepared by the Town Manager
- Maintenance of inventory and equipment records
- Assistance with secretarial duties for the Mayor and Town Manager, as needed.
- Overseeing processes and filings related to business license taxes, sales tax, food and meals tax, lodging tax, and any such other taxes and fees as may become applicable
- Preparation of monthly bills for review and approval by the Town Manager and Town Council
- Maintenance of Town financial records (QuickBooks, or other application, as appropriate)
- Maintenance of the Town filing system, including the periodic update and maintenance of electronic document back-ups.

- Other duties as may be assigned by the Town Manager, Mayor, or Town Council.

**Education and/or Experience:** High School, vocational school or equivalent graduate. Minimum of four years clerical experience, with emphasis on bookkeeping, computer skills and written communications. Experience with Excel, Word, PowerPoint or their equivalent, and bookkeeping software. Ability to effectively communicate and work independently. Applicants for this position will be subject to a criminal history/background check, which must have satisfactory results.

**Work Environment:** Most of the duties performed by this position take place indoors. While performing the duties of the job, the employee must be able to sit/stand for long periods of time. The employee must occasionally lift and/or move up to 30 pounds.