

1/6/2022

## **CITY OF FOREST LAKE JOB DESCRIPTION**

<b>POSITION:</b>	<b>Administrative Assistant I</b>
<b>DEPARTMENT:</b>	ADMINISTRATION
<b>FLSA:</b>	NOT EXEMPT
<b>IMMEDIATE SUPERVISOR:</b>	ACCOUNTING MANAGER/ADMINISTRATION
<b>HOURS WORKED:</b>	40 HOURS PER WEEK

### **SUMMARY**

Under general supervision, this position will perform detailed accounting work involving with Accounts Payable and assisting with the cities Utility Billing process. This position is the first point of contact with customers so they must maintain a professional, positive manner when talking with customers in-person, over the phone or by email.

### **ESSENTIAL FUNCTIONS**

- Administration Accounts Payable functions by; preparing invoices for payment by matching incoming invoices, packing slips and/or acknowledgments for verification of receipts; checking invoices for correct pricing and accuracy; processing invoices after appropriate approval has been given; preparing appropriate reports for approval of vouchers by City Council; prints and distributing payment
- Responsible for assisting the Community Development office by setting agendas, scheduling meetings, meeting minutes, and communicating with the public for any inquiries or questions regarding planning and community development
- Maintain the cities fixed assets in conjunction with accounts payable to ensure that all capital equipment has been identified and documented in the application
- Responsible for all entry of cash receipting which includes assisting with utility payments, fingerprinting costs, fees for police reports & lockouts, airport fees, arts in the park and other areas.
- Responsible of all credit card applications by the administration cards and employees, along with reconciling all transactions on a monthly basis
- Maintain the monthly and annual Airport lease agreements and proof of insurance along with tracking and updating the fuel transactions.
- Responsible for the preparation and entry of journal entries into General Ledger application
- Maintains the reporting for all uniform allowances
- Assist customers/vendors at the counter and on the phone along with responding to the Accounts Payable email box in a timely manner.
- Responsible for ordering and maintaining office supplies and other purchases requested by staff/supervisors
- Back up to Payroll and Utility Billing functions
- Administrative assistant duties as assigned by Accounting Manager or Finance Director

### **OTHER DUTIES AND/OR RESPONSIBILITIES**

Perform other duties as assigned by Accounting Manager or Finance Director.

### **EDUCATION AND/OR EXPERIENCE REQUIRED**

High School degree or equivalent and 2-4 years specialized training in a related field or equivalent accounting experience in similar position. Two-year degree preferred.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Knowledge of basic accounting practices.
- Ability to operate general office equipment and current, common software packages.
- Ability to communicate clearly and concisely, both orally and in writing.

1/6/2022

- Ability to deal tactfully and effectively with City staff, outside agencies, and the public.
- Skill to efficiently enter data in computer programs.

**PHYSICAL REQUIREMENTS**

- Speak, read, write and understand English.
- Hearing normal or corrected to normal.
- Eyesight 20/40 or corrected to 20/40.
- Sit for 8 or more hours per day, with occasional breaks.
- Bend, stoop, squat, crouch, kneel, balance or reach as required.
- Ability to operate keyboard for up to 8 or more hours, with occasional breaks.
- Ability to occasionally lift, push or pull up to 10 lbs.