

City of Cavalier



Position: Administrative Assistant

FLSA Status: Non-exempt

Reports To: City Auditor

☒ Full-time ☐ Part-time 50% Admin and 50% Recreation Director. See Recreation Director job description for duties.

Work Hours: In general, regular work hours are Monday through Friday 8:30 AM to 4:30 PM with an unpaid lunch break from 12 to 1 PM.

Objective/Purpose: Under the direct supervision of the City Auditor, this position provides support services, including accounts payable and receivable.

Duties and Responsibilities:

- Print reports to show statistics, such as cash receipts and expenditures, accounts payable and receivable, profit and loss, and other items pertinent to operations of business.
- Cashiering of municipal utilities payments.
- Read computer files or gather records to compile needed data; enter information into computer.
- Handle telephone calls and citizen visits concerning accounts payable or receivable.
- Make deposits at the bank.
- File and retrieve public records.
- Oversee a neat and orderly storage and workspace.
- Ensure that all interactions with colleagues, municipal officials, and the public are friendly, courteous, and respectful.
- Ensure effective response to requests and concerns expressed by the public.
- Responsible for meeting all recordkeeping requirements including work logs and purchases.
- Comply with all municipal policies and state and federal regulations.
- Review and answer correspondence.
- Perform other duties as directed by the City Auditor/Administrator and Assistant.

Knowledge, Skills, and Abilities:

- Must have knowledge of computers and electronic data entry and processing.
- Must have good bookkeeping and organizational skills.
- Must demonstrate excellent judgement, decision making, customer service, and communication skills.
- Must be able to bend/crouch down.
- Must be able to read, comprehend, and follow written and verbal directions and instructions.
- Must maintain safety awareness, problem solving, and critical thinking skills.
- Must have ability to maintain composure and interact tactfully with people.
- Must be willing to receive and apply constructive feedback.

Education and Training:

- High school diploma, equivalent, or two years of relevant experience required.
- Valid driver's license and clean driving record are required.

Tools/Technology:

- Must demonstrate computer literacy that includes email, basic spreadsheet work, and online training.
- Must be able to use equipment including but not limited to a calculator, copy machine, fax machine, and phone.
- Must be able to use the fund accounting software.

Physical and Mental Demands:

- Must be able to communicate clearly.
- Must be able to evaluate and solve problems.
- Occasionally lifts and moves up to 25 pounds.
- Physical demands include frequent walking, prolonged sitting, and prolonged standing.

Work Environment/Conditions:

- Sitting several hours each day.
- Occasionally work near moving mechanical parts or in outside weather conditions.
- Occasionally exposed to wet and/or humid conditions, fumes, and toxic or caustic chemicals.
- The noise level in the work environment is usually quiet while in the office.

Disclaimers:

- The above information is intended to describe the general nature of this position and is not to be considered a comprehensive statement of duties, activities, responsibilities, and requirements. Additional duties, activities, responsibilities, and requirements may be assigned, with or without notice, at any time.
- This job description is not an employment contract nor is it a promise of work for any specific length of time.

Equal Employment Opportunity:

The City of Cavalier is an equal employment opportunity employer.

Employee Acknowledgement:

I have received and understand the requirements, essential functions, and duties of this position.

Employee Signature

Date

City Administrator

Date