

**FAYETTE COUNTY
JOB DESCRIPTION**

Administrative Assistant: Financial Analyst/Compliance

DEFINITION AND DUTIES:

Under direction from the County Engineer, provides administrative support to the Engineer and management staff, manages the Road Department office by maintaining accounts and other records, helping prepare budgets, leading office personnel, and performing related duties.

Knowledge of:

- ◇ Current office procedures and practices
- ◇ Bookkeeping including basic practices regarding accounts payable/receivable and payroll
- ◇ Recordkeeping and filing systems
- ◇ Mathematical computations
- ◇ Basic principles of supervision
- ◇ English language to include grammar, spelling, punctuation and proofreading skills

Ability to:

- ◇ Collect data, keep accurate records, and prepare specialized reports
- ◇ Make bookkeeping entries and complete business forms
- ◇ Apply accounting methods, forms, and techniques to process data and maintain financial records
- ◇ Perform clerical tasks with a high degree of speed and accuracy
- ◇ Use a computer for the purposes of word processing, data entry and spreadsheets
- ◇ Learn, apply, and articulate departmental policies and operations
- ◇ Make decisions requiring interpretation and judgment
- ◇ Represent Fayette County and perform duties in a professional, responsible and trustworthy manner
- ◇ Provide customer service that is professional, courteous, and responsive
- ◇ Establish and maintain effective working relationships with co-workers, supervisors, other departments, agencies and members of the public
- ◇ Work independently on projects and routine tasks
- ◇ Handle multiple tasks and competing priorities
- ◇ Be detail-oriented when working with documents and information
- ◇ Organize and present facts, ideas, and opinions clearly and concisely, orally and in writing
- ◇ Maintain confidentiality and security of information as appropriate
- ◇ Operate common office equipment such as typewriters, calculators, fax and postage machines, photocopiers, multi-line telephones, business band radios and scanners
- ◇ Handle low to moderate levels of stress, meet deadlines and solve problems appropriate to the position
- ◇ Understand and follow oral and written instructions
- ◇ Have clarity of speech, hearing, and writing which permits effective communication
- ◇ Have sufficient vision which permits moderate production and review of a wide variety of materials both in electronic and hardcopy forms
- ◇ Have sufficient manual dexterity to make handwritten notations, operate a computer keyboard at 45 wpm and which permits use of a mouse
- ◇ Sit, stand, walk, climb, stoop, kneel, crouch, squat, bend, twist and reach
- ◇ Occasionally lift, push, pull, and/or carry up to 30 pounds
- ◇ Have sufficient personal mobility to occasionally complete duties at various worksites, attend meetings and training sessions
- ◇ Occasionally work flexible schedule and additional time as needed

MINIMUM EDUCATION, TRAINING AND EXPERIENCE:

High school graduate or equivalent and two (2) years prior office experience; OR any equivalent combination of education and experience which provides the required knowledge and abilities necessary to perform the work.

Special requirements: Fayette County residency required. Valid Iowa driver's license and insurable under county liability coverage. May also require use of private vehicle for official business.

SPECIFIC DUTIES: *to be performed satisfactorily with or without reasonable accommodation*

The following duties are normal for this position. These are not to be construed as exclusive or all inclusive. Other duties may be required and assigned.

- ◇ Prepares correspondence, files, mailings, lettings, bid tabulations, contracts, permits, forms, reports, and other documents as directed by the County Engineer. Provides administrative support to the management staff and comply with Union requests.
- ◇ Process claims (pay bills) for the department, including entry, documenting, and scanning.
- ◇ Reviews payroll for the department and scans timesheets.
- ◇ Process daily mail and record payments in ledger.
- ◇ Reviews processed department receipts and scans documentation.
- ◇ Perform office duties such as but not limited to breaking down amounts and codes for invoices, timesheets, receipts, and claims to be recorded in AS400 computer system.
- ◇ Analyzes, process, and maintains monthly budget reports including reviewing projects tracking binder, Year End processing, and creating fiscal year documents.
- ◇ Track and approve safety glasses and safety boot programs, including annual contract reviews.
- ◇ Track City to County Road Transfer monthly payments and process quarterly reimbursements to select cities.
- ◇ Request and track diesel fuel bids.
- ◇ Invoice cities for 28E Road & Street agreements annually and maintain records.
- ◇ Track yearly sand and salt costs, lettings, and contracts
- ◇ Assist with requests from the public including greet visitors, answer telephones, screen calls, and relay messages, handle complaints and requests - entering and maintaining the ICEASB Work Order Tool, mail order requests, and wait on persons at the counter.
- ◇ Complete and submit reports including Tier II Reporting, GASB-34, HF-324, Annual Mine & Quarry Reports, Quarry Production End Reports, Tax Exempt Certificate requests, Annual ICEASB Salary Survey, Annual Secondary Road Fund Benefits Worksheet, and any additional.
- ◇ Organizes and maintains files and records including union and non-union raise notices; confidential personnel files.
- ◇ Assist engineering staff with project progress vouchers and reimbursement requests including preparing, scanning, gathering documentation, and submittals.
- ◇ Prepares applications, and files reports related to local, state and federal grants and contracts; including quarterly reports to FEMA or other agencies and tracking income from FEMA, bridge replacement funds, Farm to Market Funds, etc.
- ◇ Helps the County Engineer prepare annual budgets and annual reports to Iowa Department of Transportation; prepare fund balance analyst reports; prepare statistics and documents.
- ◇ Provides guidance to office staff including training, answering questions, and checking work. Communicates input to County Engineer.
- ◇ Coordinates intra- and inter-departmental communication including construction, maintenance, and department task progress updates.
- ◇ Prepare weekly updates for Board of Supervisor meetings.
- ◇ Review, revise, and track compliance of departmental policies and procedures.
- ◇ Publish help wanted ads and yearly requests for bidders.

- ◇ Perform general clerical duties such as photocopying, filing, scanning, typing, and faxing. Draft correspondence and prepare reports and forms. Perform miscellaneous typing for the Engineer, such as mine and quarry reports and vouchers for bridge and grading reports.
- ◇ Secure county property to prevent theft.
- ◇ Participate in training/educational opportunities and work-related meetings as required.
- ◇ Perform all work duties and activities in accordance with County policies, procedures, collective bargaining agreement and safety practices.
- ◇ Attend work regularly at the designated place and time.

FLSA Status: Non-exempt

Date Established: March 11, 2016

Date Revised: March 11, 2016

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the Employer reserves the right to revise the functions and duties of this job or to require that additional or different tasks be performed as directed by the Employer. I understand that I may be required to work additional time, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the Employer has a similar right.

Employee's Signature

Date

Department Head

Date

The County of Fayette is an Equal Employment Opportunity Employer. In compliance with the Americans Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages prospective employees and incumbents to discuss potential accommodations with the Employer.