

ADMINISTRATIVE/ ACCOUNTING ASSISTANT

Job Description

Approved: Click DATE

I. IDENTIFYING INFORMATION

JOB TITLE:	Administrative/Accounting Assistant	WORK/PAY STATUS:	Part-time
EXECUTIVE DIRECTOR:	Executive Director	FLSA STATUS:	Nonexempt
DEPARTMENT:	Economic Development	WORK SCHEDULE:	Per Executive Director
WORK LOCATIONS:	On Site at BEP Office		

II. PURPOSE STATEMENT

Performs semi-skilled and skilled receptionist, clerical (accounting/bookkeeping) and administrative support work for the Executive Director. May provide secretarial, clerical and administrative support to other departments, and advisory bodies of BEP.

III. ORGANIZATIONAL RELATIONSHIPS

Reports to: Executive Director

Communicates with: Executive Director

Internally - BEP Executive Director, BEP Board of Directors

Externally - All County and City departments and employees, County and partner City's Planning Commissions, partner City's EDA's, other CED professionals, DEED and other state/county/federal agencies, CED & financial consultants, developers & real estate agents, suppliers/vendors, Chamber of Commerce, County and partner City's official newspaper and other media outlets, business and community groups, business/landowners and residents

Supervises: None

IV. INDEPENDENCE, JUDGEMENT, & DECISION MAKING

A new hire in this position initially works under the close supervision of the Executive Director and closely follows department policies, procedures, and standards for assigned work tasks. Informal and on-the-job training (both Executive Director- and self-directed) is critical for employee to gain competency and proficiency in all aspects of the position. At full performance level the employee is expected to exercise greater independence for initiating, prioritizing, and performing routine work tasks. The employee is also expected to review own work results to ensure quality standards are met. The employee is required to seek Executive Director's review and approval on all non-routine matters.

V. ESSENTIAL FUNCTIONS

This section lists the position's major areas of accountability, core responsibilities/key priorities, and recurring duties. All are essential. The list of recurring duties is not exhaustive. All duties, tasks and subtasks that can be logically inferred are not specified. Other duties and tasks may be assigned, by the position's Executive Director, according to City needs.

1. Keeps Executive Director informed of all noteworthy matters.

- Keeps Executive Director informed about all noteworthy items.
- Answers phone and greets/receives visitors, routing calls and referring persons to appropriate staff member or taking accurate messages.
- Provides general information to the public, referring other requests to Executive Director or appropriate BEP employee.
- Maintains own work files and participates in the BEP's centralized recordkeeping system.

2. Accounting/Billing Support

- Assists Executive Director with various routine accounting tasks in billing, A/R, and A/P functions.
- Performs daily and other cyclical tasks associated with BEP membership billing process. uses automated software to calculate, review and print annual bills for existing and new members; post payments, reconciles batches and prepares receipts and bank deposits; and maintains customer account information. Assists Executive Director with past-due accounts.
- Uses automated software to enter A/R and A/P transactions when needed. Performs other routine accounting tasks as directed.

3. Special Projects

- Manages content for BEP's website and social media accounts.
- Assists Executive Director in the preparation of content for BEP newsletters, resident mailings, and other materials. Assists with proofreading and either makes or suggests corrections.

4. Administrative and Clerical Support

- Provides administrative support including data entry, filing, copying, faxing, e-mailing, and drafting, proofing, typing and editing various correspondence and reports with efficiency and accuracy.
- Sorts and distributes incoming mail. Processes outgoing mail.
- Assists with the coordination and preparation of agendas and information packets, checking materials for correctness in terms of order of documents, format/layout, and proofreading (grammar, spelling, etc.).
- Prepares and proofreads word processed minutes and other materials for spelling, grammar and punctuation following up with corrections as needed.
- Prepares and distributes meeting notices and packets for BEP Board and BEP advisory bodies.

VI. OTHER DUTIES & RESPONSIBILITIES

- Makes deposits at local bank and drops off mail as needed.
- Performs other related duties and tasks as apparent or assigned by Executive Director.

VII. REQUIRED KNOWLEDGE, SKILLS, and ABILITIES

Knowledge of;	Skill in;	Ability to;
<ul style="list-style-type: none"> ▪ each duty category and task ▪ relevant laws, rules and regulations ▪ relevant BEP policies and ordinances as well as the Department's policies, procedures, and internal controls ▪ BEP and each department's organizational structure, operations, programs, services and activities ▪ Quickbooks bookkeeping practices and procedures in billing, A/P, and A/R ▪ office procedures, business writing rules and techniques, and methods ▪ relevant word processing, spreadsheet, presentation, and publishing/webpage software programs ▪ BEP's automated accounting software including, billing, and A/P and A/R modules 	<ul style="list-style-type: none"> ▪ being polite and courteous to callers and visitors ▪ establishing cooperative and productive work relationships, particularly with coworkers ▪ using training & experience to solve problems and make decisions commensurate to position's authority ▪ keyboarding and entering numeric & alpha-numeric data with speed and accuracy ▪ maintaining and retrieving complete and accurate computer and physical records ▪ locating & compiling data/information and performing basic research ▪ understanding and performing mathematical calculations with accuracy ▪ using available software program functionality to increase work productivity ▪ achieving correctness and accuracy in work results 	<ul style="list-style-type: none"> ▪ improve personal knowledge base through on-the-job training and any other employer-provided training ▪ focus on task at hand, handle interruptions, and switch from task to task ▪ follow policies and procedures and internal controls with consistency and uniformity ▪ interact with staff from various levels of local government and area organizations ▪ handling not public data and other sensitive information BEP policies and state statutes ▪ initiate routine work duties and carry out tasks with little direct supervision ▪ complete duties/tasks in a timely manner according to deadlines and Executive Directory targets ▪ listening attentively and receive input/feedback (and constructive criticism) on performance ▪ successfully attend any employer-required training ▪ lift, carry or move objects up to 10 pounds (frequently), up to 25 pounds (occasionally)

VIII. MACHINES, TOOLS & EQUIPMENT REGULARLY USED

Machines, tools, and equipment regularly used: Personal computer and peripherals, various software applications (word processing, spreadsheets, etc.), 10-key calculator, telephone, copy and fax machines, and other typical office equipment.

IX. MINIMUM HIRING REQUIREMENTS

Includes Training, Experience, Licenses/Certifications, and Other Credentials.

An equivalent combination of education and experience may be considered during the hiring process.

1. High School Diploma or equivalent.
2. Some secondary or post-secondary coursework or other formal training (e.g. workshops, seminars, etc.) in areas of bookkeeping, accounting, and automated billing software.
3. Some clerical experience in account billing including regular customer contact and use of word processing and spreadsheet software.

X. PREFERRED QUALIFICATIONS (not all-inclusive)

Additional preferred qualifications and job-related characteristics—referenced elsewhere in this description and other job documentation—might be used in the evaluation of applicants, candidates, and/or finalists during an open, competitive hiring process and in a promotional context.

- ❖ Post-secondary education—resulting in a diploma/certificate/associate's degree—in bookkeeping, accounting, secretarial/administrative assistant, or comparable vocational-technical program.
- ❖ Experience in employee relations including management of both public & private data, records and information.
- ❖ Proficiency with QuickBooks automated accounting/billing software.

XI. WORKING CONDITIONS (summary only)

Includes characteristics related to both the job itself and its work environment.

Works in typical office setting including sitting at desk for extended periods of time. Uses many repetitive movements, fine motor skills and hand-eye coordination. Uses near vision, ability to focus, sense of touch, and hearing. Physical demands also include moving around office and other spaces, reaching, pulling/pushing, grasping, twisting/turning, and some kneeling/crouching. Performs some lifting/carrying/moving of objects such as files, file boxes, and copy paper. The noise level in the work environment is usually quiet in the office. Typically works set office hours and may work some evenings for meetings.

Data Practices Notice for BEP Employees with Restricted Access/Use Privileges

You will have access to privileged data (either private or confidential data on individuals or nonpublic or protected nonpublic data not on individuals) during your employment with BEP. You are expected to access and use—with proper safeguards & security measures—only the data necessary to complete specific work duties or work assignments and to do so in full compliance with BEP policies & procedures and state statutes. You should also take reasonable actions to ensure the data are not viewed or accessed by individuals without a legitimate work reason. Once the work reason to access the data is reasonably finished, you must properly store the privileged data according to the provisions of Minnesota State Statutes, Chapter 13.