

CITY OF EVERGLADES CITY
JOB DESCRIPTION

JOB TITLE: Finance Administrative Assistant

GENERAL DESCRIPTION:

Assists the Finance Administrator with accounting and clerical duties.

ESSENTIAL JOB FUNCTIONS:

1. Performs clerical and record keeping work with minimal supervision.
2. Types correspondence, reports, records, memoranda, orders and other office documents.
3. Assists with grant applications, project management, grant monitoring and grant close-outs.
4. Assists in the preparation of budgets and financial reports.
5. In case of emergency/crisis situation, i.e. hurricane, flood, etc., position is required to respond and perform recovery duties as assigned by the Finance Administrator.

MINIMUM QUALIFICATIONS:

ABILITIES, KNOWLEDGE, AND SKILLS:

- Ability to type 45 words per minute.
- Ability to communicate effectively orally and in writing.
- Ability to work with Microsoft Office Products; Excel, Outlook, Word.
- Ability to work with QuickBooks Accounting Software.
- Knowledge of City policies and procedures.
- Knowledge of proper grammar, punctuation and spelling.
- Knowledge of mathematics.
- Knowledge of office procedures and practices.
- Skills in problem solving
- Skills in customer service

EDUCATION AND EXPERIENCE:

- Graduation from an accredited high school or possession of an acceptable equivalency diploma.
- Graduation from an accredited college or university with an Associate's Degree (preferred).
- Two (2) years of general clerical and/or finance experience.

WORKING ENVIRONMENT AND DEMANDS:

Work is performed in a standard office environment. It involves frequent use of a computer and light physical demands.