

ROANOKE VALLEY-ALLEGHANY REGIONAL COMMISSION

POSITION DESCRIPTION

Administrative Assistant/Accounting Clerk

General Definition

Under the supervision of the Office Manager and Finance Director with some latitude for exercising independent judgment performs administrative and clerical work for general agency administration and finance.

Typical Work Tasks

Serves as recording secretary to various Commission committees including the gathering, assembly, and preparation of agenda materials, the taking and transcribing of meeting minutes;

Prepares invoices and expense reimbursements for payment by reviewing invoices for accuracy and updating payment vouchers;

Keys invoices and journal entries into accounting software;

Matches checks with and attaches documents to invoices paid;

Assists with collecting and tracking paperwork (W9s, sales tax exemptions, timesheets, leave requests, etc.);

Verifies timesheet hours to timesheet report;

Performs simple account reconciliations;

Assists with updating agency documents by typing changes;

Filing paid invoices, federal regulation subscription pages and other administrative paperwork;

Assists with office errands such as bank deposits, delivering paperwork, picking up meeting refreshments or supplies;

Making and distributing copies;

Places and receives phone calls about invoices;

Represents Commission in a professional manner;

Performs other administrative duties as assigned.

Knowledge, Skills and Abilities

Knowledge of the principles, practices and techniques of business administration. Thorough knowledge of office management practices, procedures and the application of computer technology and word processing. Ability to transcribe, type and prepare accurate minutes of meetings. Ability to follow oral and written directions. Ability to work independently. Strong oral and written communication skills. Ability to establish and maintain effective and cordial working relationships with professional colleagues, government officials, representatives of other agencies and the general public.

Education and Experience

Education equivalent to graduation from high school, supplemented by business school or college training in business and computer courses. A minimum of three years experience working in an administrative office.

Work Hours

This is a part-time position, at 20 hours a week, between the hours of 8:30am and 5:00pm with some flexibility to determine schedule, if approved in advance by supervisor. This position does not offer benefits.

Hourly Range

Pay range is between \$15 and \$18 per hour depending on experience.

I can perform the essential functions of this job:

Signature

Date

10/06/16