

**EMPLOYMENT OPPORTUNITY:
Administrative Assistant/ Account Clerk
City of Sand City**

Annual Salary range: \$54,364.13 to \$69,383.94

SUMMARY: Under general supervision, provides clerical support to City Manager and Department Heads; serves as primary back-up for administration and finance departments; serves as primary public contact at City Hall; maintains a variety of forms and records; prepares reports and written correspondence; operates standard office equipment; accepts payment of fees; and performs related work as required.

ESSENTIAL JOB FUNCTIONS:

(May include, but are not limited to, the following):

- Accounts payable and receivable ; work with Finance Specialist to assist in processing of invoices and insure correct budgetary accounts are used, print checks and distribute; prepare deposits, enter into financial software using correct budgetary accounts; Assist finance specialist in maintaining ledgers and checkbook registers.
- Assists Finance Specialist with City grants including managing ledgers, processing funds and expenses, and providing reports as required.
- Manages contract files including updating ledgers, obtaining W-9's, maintaining contract binder and updating contract renewal list.
- Calculates and processes all credit card and Square transactions/revenue.
- Receives and responds to inquiries, requests and concerns from the public.
- May coordinate or support special projects and/or projects of special events sponsored by the city.
- General office support, including answering phones and greeting walk-ins.
- Process and distributes city mail.
- Maintains files, forms, records, etc.
- Maintains website and city social media sites.
- Designs, edits, writes and distributes City newsletter
- Checks forms, records, reports and other materials for accuracy, completeness and confirmation with established procedures.
- Maintains office supplies and equipment.

WORKING CONDITIONS / PHYSICAL REQUIREMENTS

Position requires prolonged sitting, standing, walking, reaching, twisting, turning kneeling, bending, squatting and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in using a computer keyboard. Additionally, the position requires near and far vision in reading reports and work-related documents and using a computer. Acute hearing is required when providing phone and personal customer service. The need to lift, drag and push files, paper, and documents weighing up to 25 pounds is also required. Some of these requirements may be accommodated for otherwise qualified individuals requiring and requesting such accommodation.

MINIMUM QUALIFICATIONS

Education and Experience

The minimum qualifications for education and experience can be met in the following way:

- A high school diploma or GED equivalent, AND
- Two years of clerical experience.

A relevant bachelor's degree may be substituted for one year of clerical experience. Public sector experience desired.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Practices and techniques of automated accounting and financial record keeping and report preparation.
- Accounting principles and bookkeeping practices
- Principles and practices of local government functions and administration.
- Principles, practices and procedures of record management, including retention of records, electronic imaging and automated information retrieval systems.
- Research methods and report writing techniques.
- Principles of customer service delivery.
- Office methods, procedures, software and equipment.
- Proper English usage, grammar, punctuation and spelling.
- Business letter writing and report preparation.

Ability to:

- Develop and implement improvements in office operations, procedures, policies or methods.
- Interpret, explain and apply applicable laws, policies and procedures.
- Research and analyze complex administrative issues.
- Conduct in-house research to respond accurately to staff, elected official and public requests for information.
- Operate a computer using word processing and business software and other office equipment.
- Organize and set priorities within areas of assigned responsibility; complete assignments in a timely and accurate manner.
- Communicate effectively, orally and in writing.
- Establish and maintain and promote positive and effective working relationships with employees, other agencies and the public.
- Understand and follow written and oral instructions.
- Work independently and as a team member; recognize and set priorities and meet deadlines.
- Observe safety principles and work in a safe manner.
- Read and interpret forms.
- Develop and maintains filing systems.
- Demonstrate initiative and exercise good judgment in the performance of duties.

Licenses/Certificates: Possession at time of hire and continued maintenance of a valid California Class C driver's license, automobile insurance and a safe driving record.

TOOLS AND EQUIPMENT USED

Personal computer; computer network workstation; telephone; copy machine; fax machine; Microsoft Office Software Programs (particularly Word, Excel, PowerPoint, Outlook, Granicus, Zoom etc.)

JOB TYPE: Full-time

PAY RANGE: \$54,364.13 to \$69,383.94 per year depending on qualifications.

BENEFITS:

- Retirement – California Public Employee's Retirement System (PERS) 2% @ 55 or 2% @ 62 formula based upon successful candidate's PERS status. The City does not participate in Social Security.
- Vacation- 80 hours annual accrual rate for years one through four of service time.
- Thirteen (13) holidays, plus one (1) floating holiday;

- Eight (8) hours of sick leave per month;
- Long Term Disability – after 90 days of disability, a LTD plan provides a 60% disability income benefit;
- Life Insurance - \$50,000 life insurance coverage;
- Health Insurance – The City provides employees with a \$1,582 (family) or \$1,055.10 (single) monthly allowance for medical; City also provides retiree medical benefits.
- Dental, and vision insurance fully paid ;
- 457 deferred compensation plan, City matches employee contribution up to \$100/month.
- Employee Assistance Program (EAP)

SCHEDULE:

- 8 hours per day, 5 days a week (City Hall closed to the public on Fridays).

APPLICATION PROCEDURE:

Please send resume, a cover letter, and a list of at least three professional references to Human Resources at hr@sandcityca.org by **5:00 p.m., Monday May 15, 2023.**

If you have any questions regarding this position, please contact Human Resources at hr@sandcityca.org.