

Sierra County

Position Title: Executive Administrative Assistant/Accounts Payable

Department: Administration

Overtime Compensation: See Sierra County Personnel Policy Ordinance 16-009

Holiday Pay: See Sierra County Personnel Policy Ordinance 16-009 regarding Holiday Pay.

Probationary Period: Employee must complete 9-month probationary period with satisfactory evaluation

F.L.S.A: Regular full-time position subject to Sierra County Personnel Policy Ordinance 16-009

Reports to County Manager

EXECUTIVE ASSISTANT/ ACCOUNTS PAYABLE JOB DESCRIPTION

General Purpose

Under the supervision of the County Manager this position performs a wide range of functions. The position will be responsible to compile, organize and maintain the County Commission meetings. This position will be responsible to maintain all files. Will send and maintain correspondence with the any and all agencies or persons as required. Will be responsible for all legal publication as required by the Administration office. Perform accounting and clerical duties related to the efficient maintenance and processing of accounts payable transactions. Will assist the County Manager as required.

Main Job Tasks and Responsibilities

- Will be responsible for establishing agendas and packets for County Commission Meetings.
- Responsible for developing and maintaining ordinance, resolution numbers and policy files.
- Responsible for distributing information from the Commission Meetings as required.
- Responsible to assure compliance with the Open Meeting Act.
- Responsible to assure publications and posting occur as required.
- Will handle correspondence as required by the County Commission or the Manager.
- Handle all Lodger's Tax requisitions and quarterly audits.
- Maintain files as required.
- Assist with the annual budget and audit.
- Assemble, review and verify invoices and check requests
- Flag and clarify any unusual or questionable invoice items or prices
- Sort, code and match invoices
- Set invoices up for payment

- Enter and upload invoices into system
- Track expenses and process expense reports
- Prepare and process electronic transfers and payments
- Prepare and perform check runs
- Post transactions to journals, ledgers and other records
- Reconcile accounts payable transactions
- Prepare analysis of accounts
- Monitor accounts to ensure payments are up to date
- Research and resolve invoice discrepancies and issues
- Maintain vendor files
- Correspond with vendors and respond to inquiries
- Produce monthly reports
- Assist with month end closing
- Provide supporting documentation for audits
- Maintain accurate historical records
- Maintain confidentiality of organizational information

Education and Experience

Preference will be given to any applicant with a minimum of two- (2) year's college experience or a degree in related field. Valid driver's license. Minimum of one (1) year experience with Municipal or County Government. Must have the ability to analyze data, develop and compose comprehensive reports as required. Must have the ability to communicate effectively in written and oral English. The ability to communicate in Spanish will receive preferential consideration.

- knowledge of accounts payable
- knowledge of general accounting procedures
- 1-3 years accounts payable or general accounting experience

Work Environment:

Perform essential duties 75 to 85 percent indoors under controlled temperature environment, the balance of the job duties will be outside in various temperatures and conditions, depending on the weather. Inside work will be on flat carpeted, wood, concrete, or tiled surfaces. Outside work will be exposed to dust, fumes, normal construction environment and normal outside weather conditions. The position will sometimes require long working hours, travel, mental stress and tension.

Equipment, tools and materials:

In performing the essential duties, the following is a list of items needed in job performance: Maps, Copier, Vehicle, Fax Machine, Telephone, Computer, Type writer, general office supplies and equipment, overhead projects, word processing software, presentation software, accounting software, adding machine.

The Executive Administrative Assistant can be utilized for general typing and filing and other assistance as needed by this position. Any job performance outside the scope of this job description should have prior authorization from the County Manager.

Mental functions:

Must be able to use independent judgment in various situations. Must be able to set priorities and organize tasks.

Must be able to write reports, summaries, correspondence and other documents in proper format, using correct punctuation, spelling and grammar.

Must have great communication skills.

Must work well with other employees and vendors.

Physical Functions:

Must be able to sit, stand, and work intermittently throughout the work day. Must be able to lift, carry, push and pull up to 25 lbs. occasionally.

Must be able to work with arms extended and bent on a frequent basis.

Must be able to use hands and fingers in order to grasp/manipulate various office equipment and materials needed to perform essential duties.

Must be able to coordinate the use of hands and eyes in operation of vehicle and office equipment.

Note: This job description has been designed to indicate general nature and level of work performed by the employee within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all the duties and responsibility required of the individual assigned to this position. At the discretion of the County Manager the job duties can increase and/or decrease.

Approved and hired this _____ day of _____, 2018 by

Human Resources Director

Department Head

Employee