

## **EXECUTIVE ASSISTANT POSITION DESCRIPTION**

### **General Statement Of Duties:**

The employee performs responsible work of an administrative nature in the area of payroll; municipal accounting, bookkeeping and finance; property and liability insurance; and does related work as required. The employee has access to non-public and confidential information pertaining to personnel, including medical records and collective bargaining strategy.

### **Distinguishing Features Of The Position:**

The employee is responsible for ensuring that the wages and fringe benefits of all city employees are paid and provided accurately, in a timely fashion, and in accordance with the provisions of collective bargaining agreements, employment agreements, the city's Employee Handbook, and contracts with benefits providers. The executive assistant position is filled by and is under the supervision of the City Administrator/Finance Director. The position requires the regular exercise of judgment and discretion. The executive assistant is expected to perform all assigned duties with little direct supervision.

### **Examples of work (illustrative only):**

#### **Human Resources:**

- Reviews time sheets and exercises judgment in determining whether there are inconsistencies between time sheets and relevant provisions of collective bargaining agreements or the Employee Handbook for all city departments.
- Handles and files job applications, notices and assists in interviews.
- Enters data from time sheets into the payroll system for all city departments and prepares payroll reports for the city administrator/finance director to review.
- Updates payments to the particular module and the general ledger in a timely fashion.
- Enters time sheet data into the time keeping system as appropriate, including work orders.
- Wires payroll, payroll tax, and fringe benefit funds and payments to banks and other depositories or inputs data necessary for other employees to generate checks to make such payments.
- Reconciles data in the payroll system regarding payments of fringe benefits to invoices or statements from fringe-benefit providers and produces reconciliation reports for review by the City Administrator/Finance Director.
- Completes quarterly and annual payroll tax reports, retirement system reports, payroll tax forms, employment verifications and other similar reports for review by the City Administrator/Finance Director.

#### **Employee Training:**

- Maintains records of when employees last received first aid, CPR, safety, or other job-related training and alerts department heads when expirations of training certifications are approaching.
- Assists department heads in arranging training for employees.

- As part of employee safety training the Executive Assistant updates emergency operations manuals as needed or directed.
- Assists City Administrator/Finance Director with employment related contracts, including collective bargaining strategy.

### **Accounting and Bookkeeping:**

- Assists City Administrator/Finance Director with reconciling bank statements and ledger accounts.
- Assists the City Administrator/Finance Director with budget data entry and in assembling documents for yearly audit. Assists City Clerk/Treasurer with TIF certification and reporting and the annual review of development agreements.
- The executive assistant is permitted to act as a cashier as needed.
- Voids cash receipts entries when requested by others and logs the reason.
- Prints accounts payable checks, occasionally files paid invoices and processes sales & use tax reports

### **Insurance:**

- As needed or assigned, assists the City Clerk/Treasurer with all insurance matters.
- Maintains property insurance records and handles inquires.
- Administers property and liability insurance coverage and claims.
- Processes claims against the city and claims involving city property.
- Files Certificate of Liability insurance coverage in binders.

### **Miscellaneous:**

- Registers voters and assists in processing absentee ballots.
- Assists the City Clerk in conducting and administering elections.
- Assists the City Administrator/ Finance Director, City Clerk/Treasurer, and the Finance Department with projects at their request.
- Assists the general public in problems pertaining to city matters and handles general complaints, either in person or on the telephone.
- Takes outgoing mail to the post office, picks up and sorts incoming mail if requested to do so by the City Clerk.
- Tracks attendance at meetings of city committees, commissions and boards.

### **Job standards (acceptable experience, training and education):**

- Graduation from high school or GED equivalent.
- An associate's degree in accounting. A minimum of one (1) year of related experience, or equivalent combination of related education, training, and experience that provides the required knowledge, skills and ability. Thorough knowledge of modern accounting methods and practices.
- Thorough knowledge of Micro Soft Word, Excel, Access and Outlook.
- Ability to exercise good professional judgment and maintain confidentiality.
- Working knowledge of payroll processing.
- Working knowledge of property and liability insurance.

- Working knowledge of computers and electronic data processing, working knowledge of modern office practices and procedures, working knowledge of governmental accounting principles and practices. Experience with Civics Caselle or Clarity preferred.
- Ability to carry out assigned projects to their completion, ability to communicate effectively verbally and in writing, and ability to establish and maintain effective working relationships with employees and the public.
- Ability to make decisions in accordance with laws, regulations, ordinances and established procedures.
- Any equivalent combination of the above experience, education, and training which provides the knowledge, skills and abilities required for this position and satisfy the job standards at the discretion of the city administrator/finance director.

**Tools and equipment used:**

Personal computer, word processing and spreadsheet software, accounting software, website management software, telephone, 10-12 key calculator, electric typewriter, copy machine, fax machine, optical scanner, postage meter, electronic vote tabulator, WiscVote, and all other equipment required to perform the duties and responsibilities of this position.

**Physical demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the duties and responsibilities of this position.

While performing the duties of this job, the employee is frequently required to sit or stand, talk or listen for extended periods of time. The employee is occasionally required to use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 40 lbs. Specific vision abilities required by this job include close vision and the ability to adjust focus.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is moderately noisy.

Normal work hours: The employee generally shall work from 7:30 AM to 4:30 PM, with an unpaid hour lunch break; additional hours may be required, especially during elections.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

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The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description for the Executive Assistant does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.

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