

## Franklin County Position Description

**Position Title:** Administrative Assistant/Finance Clerk

**Department:** Commissioners

**FLSA Status:** Non-Exempt

**Reports to:** County Administrator

**Effective Date:** 03/29/2023

### **Job Summary:**

This position provides high-level clerical support to the County Commissioners and County Administrator, performing a variety of secretarial duties and skilled tasks that may include preparing reports, conducting research, and collecting data. This position is responsible for performing finance tasks working as a team in the Commissioner's Office. Work is performed under the general supervision of the County Administrator and Deputy Administrator.

### **Essential Job Functions:**

- *Answers telephones and routes to the appropriate person/department, takes messages, screening when necessary.*
- *Welcomes and directs visitors and clients, and answers questions from the public.*
- *Assists the County Administrator with preparing the agenda, serves as the recording secretary for the County Commissioners and Budget Committee, and sends information and notices to constituents.*
- *Retrieves information as requested from records, email, minutes, and other related documents; prepares written summaries of data when needed.*
- *Process the daily mail received by the office.*
- *Performs clerical and administrative tasks including drafting letters, memos, invoices, reports, and other documents for senior staff.*
- *Maintains office supplies and coordinates maintenance of office equipment.*
- *Post ads in local newspapers as needed for bids, public notices, and open positions.*
- *Receive money in and make deposits daily.*
- *File documents as requested.*
- *Respond and process FOIA requests.*
- *Maintains compliance with federal OSHA and state requirements regarding work-related illnesses and injuries.*
- *Ensures compliance with all required state and federal labor law postings and distributes county wide.*
- *Assists with compliance of workers compensation laws by investigating and filing first report of injury; follow up and track claims; communicates with physicians and workers compensation carrier as needed.*
- *Communicates with the CPA and works closely on investment requisitions.*
- *Assists with contacting local banks for interest rates or bids and providing the information to the County Administrator and Treasurer.*
- *Assist with preparation and distribution of monthly and annual financial reports and additional information regarding the financial status of the county as may be requested by the Department Heads, County Commissioners, Treasurer, or auditors.*
- *Assist with the review of the draft audit report for accuracy.*
- *Review accounts payable invoices, scan to CPA firm, and create cover*

<p><i>sheet(s)/voucher(s) and review submitted vouchers from Department Heads; and present necessary warrants for approval.</i></p> <ul style="list-style-type: none"> <li>• <i>Send withholding paperwork to the payroll vendor.</i></li> <li>• <i>Prepare a bi-weekly payroll spreadsheet for the warrant review.</i></li> <li>• <i>Create the payroll batch, verify department's entries, enter employees pay information and process payroll through the payroll system.</i></li> <li>• <i>Upload the general ledger, warrants, AP, AR, and payroll documents to the CPA firm.</i></li> <li>• <i>Mail W-2's annually and other documents to employees when necessary.</i></li> <li>• <i>Performs other related duties as assigned.</i></li> </ul>
<p><b>Required Knowledge/Skills/Abilities:</b></p> <ul style="list-style-type: none"> <li>• <i>Knowledge of Microsoft Office including Outlook, Teams, Excel, and Word.</i></li> <li>• <i>Possess strong communication skills, both oral and written</i></li> <li>• <i>Excellent organizational skills and attention to detail.</i></li> <li>• <i>Must be reliable and trustworthy.</i></li> <li>• <i>Possess strong problem-solving skills and ability to work independently.</i></li> <li>• <i>Ability to maintain confidential and meticulous records.</i></li> <li>• <i>Ability to learn new software systems and adapt to changing environments.</i></li> <li>• <i>Ability to operate general office equipment.</i></li> <li>• <i>Excellent interpersonal and customer service skills.</i></li> <li>• <i>Basic understanding of clerical procedures and systems such as recordkeeping and filing.</i></li> </ul>
<p><b>Education and Experience:</b></p> <ul style="list-style-type: none"> <li>• <i>Minimum High School diploma, Associate's or Bachelor's degree in Business Administration or related field preferred.</i></li> <li>• <i>Minimum 2 years' experience working in an office setting.</i></li> <li>• <i>Experience in the basic functions of finance</i></li> <li>• <i>FOAA training is required upon hire. (Freedom of Access Act)</i></li> </ul>

Physical Requirements:	Percentage of Work Time Spent on Activity			
	0-24	25-49	50-74	75-100
<i>Seeing: Must be able to read computer screens and reports.</i>				<b>x</b>
<i>Hearing: Must be able to hear well enough to receive calls and radio communication.</i>			<b>x</b>	
<i>Standing/Walking: Must be able to move about the department.</i>	<b>x</b>			
<i>Fingering/Grasping/Feeling: Must be able to type and use technical sources.</i>				<b>x</b>
<i>Lifting/Pulling/Pushing: Must be able to lift up to 25 pounds.</i>	<b>x</b>			
<i>Climbing/Stooping/Kneeling: Must be able to stoop or kneel to pick up paper products or</i>	<b>x</b>			

directories.				
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*Working Conditions: Normal working conditions absent extreme factors.*

***Note: The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. 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.***

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Employee Signature

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Date

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Supervisor Signature

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Date

***This job description 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.***

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***Approval Signatures:***

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Commissioner Brann

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Commissioner Harvell

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Commissioner Carlton