

**ADMINISTRATIVE ASSISTANT III (FINANCE)**

**Iona McGregor Fire Protection & Rescue Service District, Lee County, Florida**

The individual serving as an Administrative Assistant III (Finance) works under general direction of a designated supervisor/manager. The position is non-exempt under the provisions of the Fair Labor Standards Act.

**PREPARED (APPROVED) BY:** [Board of Fire Commission](#) **DATE:** [July 19, 2017](#)

**SUMMARY DESCRIPTION**

The Administrative Assistant III classification is the highest-level classification within the Administrative Assistant job series. Performs a variety of complex administrative assistant activities to contribute to efficient office operations requiring a thorough understanding of assigned department and District’s programs and procedures.

Work of this class is distinguished from the Administrative Assistant II classification by performing the most complex and confidential administrative support assignments, performing administrative office management tasks for department directors or upper-level management and/or on-going lead worker responsibility and/or responsibility for a functional activity in the Finance Department. A wide variety of complex tasks are performed under general supervision. Assistance is not readily available from supervisor(s). This classification is expected to function independently in daily tasks and to use initiative and independent judgment on non-routine matters. The Administrative Assistant III acts as lead worker on routine and complex assignments. Problems are identified and solved and only the most unusual/complex problems are referred to a supervisor. Work is performed within established and general policies and procedures.

**I. ESSENTIAL DUTIES AND TASKS**

To perform this job successfully an individual must be able to perform each essential duty and task satisfactorily. Reasonable accommodation may be made to enable individuals who have disability challenges to perform the essential job functions. Note: This job description reflects management's assignment of essential functions, it does not prescribe or restrict the tasks that may be assigned. The essential functions listed below reflect in “general” the duties and tasks of an Administrative Assistant III. Work of this class may include duties/tasks associated with lower levels of the Administrative Assistant job series.

## Job Description – ADMINISTRATIVE ASSISTANT III (FINANCE)

### **DUTY A: PERFORM ADMINISTRATIVE FUNCTIONS**

- A-1 Answer Telephone
- A-2 Provide Customer Service, e.g. Internal/External
- A-3 Respond to Internal/External Requests, e.g. W/C, Wage Statements, Disability Status, etc.
- A-4 Assist Management with Requests, e.g. Written, Verbal
- A-5 Provide Counseling to Employees, e.g. W/C, Child Support Payments, FRS, etc.
- A-6 Assist External Auditors, e.g. Retrieve Info/Files, Provide Info, Verify Data, etc.
- A-7 Process Public Requests, e.g. Coordinate, Process, etc.
- A-8 Maintain District's Financial Records, e.g. File, Storage, etc.
- A-9 Research, Gather, Compile and Prepare Miscellaneous Information and Reports
- A-10 Participate in New Employee Orientation
- A-11 Receive, Secure, and Distribute incoming mail.

### **DUTY B: ASSIST FINANCE DIRECTOR**

- B-1 Provide Back-up in Absence of Director, e.g. Answer Questions, Provide Information, etc.
- B-2 Perform Special Projects
- B-3 Perform End of Month Reporting
- B-4 Prepare Correspondence, Reports, etc.
- B-5 Make Bank Deposits
- B-6 Review/Proof Reconciliation and Journal Entries
- B-7 Assist with Budget Process

### **DUTY C: ADMINISTER PAYROLL**

- C-1 Perform Maintenance of Payroll Master File, e.g. Changes, Updates, New Employees, etc.
- C-2 Collect and Review Daily Attendance Records
- C-3 Record Time to Master Payroll Log
- C-4 Review Master Payroll Record, e.g. Verify, Info, Ensure Classifications, etc.
- C-5 Input Master Payroll into Payroll System
- C-6 Print Payroll Register and Reports
- C-7 Print Employee Pay Record
- C-8 Reconcile Payroll Reports & Records
- C-9 Transmit and Reconcile Direct Deposit
- C-10 Process Payment of Payroll Liabilities, e.g. FICA, Withholding, etc.
- C-11 Request Money Transfers
- C-12 Distribute Employee Pay Records, e.g. Stuff Envelopes, Deliver to Supervisors, etc.
- C-13 File Payroll Records and Reports
- C-14 Transmit (Electronically) Payroll Liabilities, e.g. FICA, Withholding, etc.
- C-15 Prepare Payroll Reports, e.g. Quarterly, W-2's, etc.
- C-16 Assist Employees and Staff with Payroll Issues, e.g. Questions, Check Errors/Pay Rates, etc.
- C-17 Prepare and Distribute District's Annual Pay Cycles
- C-18 Coordinate Supplemental Payments with Employees, e.g. W/C, Disability, etc.

### **DUTY D: COORDINATE PAYABLES (DISBURSEMENTS)**

- D-1 Maintain Master Vendor File, e.g. Update, Correct, Add, Delete, etc.
- D-2 Receive Disbursements Packet, e.g. Purchase Requisition, Purchase Order, Package Slip, Invoice, etc.
- D-3 Review and Verify Check Package, e.g. Verify Dollar Amounts Approval, etc.
- D-4 Perform Data Input of Disbursements
- D-5 Print and Verify Register Data to Disbursement Packet
- D-6 Execute Payment for Disbursement Packet, e.g. Print Checks, Run Reports, etc.
- D-7 Attach Checks to Disbursement Packets
- D-8 Obtain Authorized Signatures, e.g. Checks, etc.
- D-9 Request the Transfer of Money
- D-10 Prepare Checks for Mailing
- D-11 Prepare Disbursement Packet for Filing
- D-12 Assist Vendors with Requests and Questions

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**DUTY E: COORDINATE RECEIVABLES**

- E-1 Receive Inspection Fees
- E-2 Receive Donations, e.g. Citizens, Business, etc.
- E-3 Receive Grant Monies, e.g. Federal, State, Local
- E-4 Receive Firefighter Supplemental Payments
- E-5 Receive Retiree Insurance Payments
- E-6 Create Billing for Other Departments/Agencies, e.g. Maintenance, Training, etc.
- E-7 Receive Miscellaneous Payments, e.g. EMS, Insurance Reimbursement, etc.
- E-8 Prepare Bank Deposits
- E-9 Record Receivables on General Ledger
- E-10 Make Deposits, e.g. Match/Verify with Bank Receipts
- E-11 File Deposit Records

**DUTY F: ENGAGE IN PROFESSIONAL DEVELOPMENT**

- F-1 Participate in Mentoring and Assisting Personnel
- F-2 Network with Other Agencies and Professionals
- F-3 Read & Review Professional Publications & Journals
- F-4 Stay Abreast of Trends & Technology, e.g. GASB, GFOA, etc.
- F-5 Attend Meetings, Seminars, Workshops and Classes, e.g. Computer, IRS, etc.
- F-6 Participate in Administrative/Professional Organizations/Panels, e.g. DACUM, FLAMES, etc.

**II. QUALIFICATIONS AND REQUIREMENTS**

The requirements listed below are representative of the education, experience, knowledge, and skills required for this position.

**Education and Experience**

- Associates Degree or Equivalent.
- Minimum three years of related work experience.
- Advanced computer experience (i.e. Excel, Word, Power Point, Outlook, Internet, Access, Publisher, Adobe/Acrobat)
- Coursework in math, accounting, business or equivalent work experience.

**Highly Preferred**

- Bachelor's Degree/CPA
- Progressively responsible work experience in Payroll Administration and/or Accounting
- Demonstrated lead worker/project management experience.
- Firehouse computer experience.

**Licenses**

- Valid FL Driver's License
- May require specialized certification depending on job assignment (i.e. Notary).

Note: May require occasional after-hours work.

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**GENERAL KNOWLEDGE AND SKILLS**

Alphabetizing	Math Skills
Accounting/Bookkeeping	Minutes/Note taking Skills
Business Writing Skills	Multi-Task Oriented
Communication Skills – Verbal/Written	Phone Skills
Computer Skills (Excel, Word, MAS 90)	Policies and Procedures
Copying/Faxing	Proofreading and Editing Skills
Customer Service	Safety
Filing	Stress Management Skills
Grammar and Spelling Skills	Time Management Skills
Inter Personal Skills	Typing
Knowledge of Local, State, Federal Laws	Use of 10-key calculator

**III. PHYSICAL REQUIREMENTS**

This individual is subject to sitting at a workstation for extended periods, with some standing and stooping; performing occasional/infrequent light physical effort (lifting, carrying and putting away materials/supplies weighing less than 20 lbs.); occasional driving vehicle.

**IV. WORK ENVIRONMENT**

The individual works in a fast-paced office setting with frequent interruptions and with the need to deal with a great diversity of people. Some work may be performed at meeting rooms within the District and/or community. Occasionally may have the need to pick up or deliver items in the District and/or community. The noise level in the work environment is usually quiet; however, light exposure to loud tonal noises may be experienced.

**V. EQUIPMENT AND TOOLS**

The individual holding this position can be expected to be able to competently utilize the following equipment and tools.

Calculator	Finance Software	Reference Materials
Computer and Printer	Phone System	Scanners
Copier	Postage Machine	
Fax	Projector	

**VI. ACRONYMS**

The following Acronyms were utilized in this job description:

DACUM = Develop A Curriculum

**Job Description – ADMINISTRATIVE ASSISTANT III (FINANCE)**

EMS = Emergency Medical Services

FICA = Federal Income Commission Act

FLSA = Fair Labor Standard Act

FRS = Florida Retirement System

GASB = Government Accounting Standards Board

GFOA = Government Financial Officers Association

IRS = Internal Revenue Service

WC = Workers Compensation

WH = Withholding