

Classification: Non-exempt

**Range: 80
\$13.39/hr.**

**City of Brush!
ADMINISTRATIVE TECHNICIAN – PART TIME**

General Statement of Duties: Office Assistant

Essential Functions:

- Service citizens at the City Municipal Complex
- Prepare and pay accounts payable

Examples of Duties:

The following duty statements are not intended and should not be interpreted to be an exhaustive list of all responsibilities or skills associated with this position. Other duties and responsibilities are performed as assigned.

- Quality customer service is very important in this position. Answering of the telephones and responsibility for front counter customers are essential. These duties include but are not limited to: processing utility payments, daily cash balancing, handling complaints, sales of trash containers / bags, answering / routing questions, writing work orders, etc.
- Responsible for Accounts Payable and provides other general accounting assistance to the Finance Director as needed. Accepts all invoices and billing statements, routes billing for departmental approval and management, prepares bills for Council approval, pays bills in accordance with City policy, tracks payments, and scans accounts payable records for electronic storage.
- Responsible for assisting with golf course recordkeeping as assigned.
- Provides other general administrative support as requested.

Job Requirements and Difficulty of Work:

Ability to establish and maintain harmonious working relationships with other employees.

Ability to understand and follow oral written instructions.

Ability to apply knowledge of general accounting principles.

Skill in the use of a data entry terminal.

Work assignments generally consist of relatively standardized tasks, processes or operations.

Responsible for quality, quantity and timeliness of work with limited direct supervision.

The employee shall understand the sensitivity of information shared in this setting and must practice confidentiality.

The employee shall work well under pressure and meet multiple, sometimes competing deadlines.

The employee shall at all times demonstrate cooperative behavior with colleagues and supervisors.

Physical Requirements and Work Environment:

This position's physical demand requirements place the position in the *Light* category according to the U.S. Department of Labor's Dictionary of Occupational Titles, Volume II, Fourth Edition, Revised 1991.

Occasional (1%-33%)

Frequent (34%-66%)

Constant (67%-100%)

Requires standing, walking, squatting, stooping, kneeling, carrying and overhead reaching occasionally.

Requires sitting frequently.

Requires angular reaching, wrist flexion/extension, elbow flexion/extension, supination/pronation (wrist/elbow rotation) and grasping constantly.

Requires fingering ability on a computer keyboard frequently.

Ability to lift 20 pounds from ground to waist occasionally.

Ability to carry 20 pounds to 30ft. occasionally.

Work is performed in a standard office environment.

Education:

High School diploma or equivalent. Specialized training in computer processing preferred.

Experience:

One year of accounting and computer experience preferred.

Prior customer service experience required.