

**SECRETARY II**  
**FINANCE DEPARTMENT**

**GENERAL STATEMENTS OF DUTIES:**

Performs responsible, diversified secretarial and administrative tasks for the Finance Department, including typing and utilizing a computer for word processing, Excel and Finance/Payroll/Budget software. Ensures all clerical work is performed efficiently and in a timely manner. Performs related work as required. Serves as secretary to the Finance Director.

**DISTINGUISHING FEATURES OF THE CLASS:**

This position is responsible for secretarial and administrative work involving performance of a variety of tasks and complex clerical activities. The work requires exercising judgment in the application of prescribed procedures and methods and handling routine operational matters. Must possess the skill and ability needed to readily apply a good working knowledge of the administrative procedures and programs of the Finance Department. Duties performed under the general supervision of the Finance Director.

**EXAMPLES OF WORK:**

Composes and types letters, memoranda, reports and other materials;

Serves as a receptionist, answers the telephone and directs callers to the proper person or office;

Opens, distributes and processes mail;

Schedules appointments and meetings for Director;

Operates computer, copier, calculator or other office equipment in the performance of work;

Uses various computer software, including word processing, spreadsheets and Finance/Payroll/Budget programs;

Remains current on rapidly changing office technology;

Exercises supervision over the work of volunteers in the department;

Enters budget detail into the Finance computer system;

Prepares bi-weekly payroll for the department;

Maintains confidential departmental files, vacation schedules and leave records;

Keeps an accurate and up-to-date list of all department personnel, addresses and telephone numbers;

Maintains and purchases office supplies;

Processes and certifies Board & Secure, Weedcutting and Reinspection assessments to Montgomery County;

Calculates payoffs on Sidewalk Assessments;

Runs reconciliation reports for Accounts Payable and Payroll and balances Payroll reconciliation;

Calculates and processes monthly Community Development Block Grant (CDBG) timesheets;

Calculates and processes billing including overtime for Police and Fire at special events, Courts Salaries, Prisoner Care, School Resource Officer and TCSU Director;

Runs and processes Accounts Payable and Tax Refund checks;

Serves as Records Clerk for the department and manages files in compliance with records retention schedules and other federal and state requirements;

Performs other related duties as required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Excellent administrative, organizational, customer service and communication skills; a high level of proficiency in office computer applications and word processing; and the ability to deal effectively with all levels of staff, volunteers and the general public. Strong aptitude for financial details, computations and reconciliations; Good working knowledge of office terminology, procedures and equipment, business math and English; Ability to understand and follow complex oral and written directions; Accurate spelling and grammar skills; Ability to type at a reasonable rate of speed and write legibly. Must demonstrate general clerical skills and aptitude, mental alertness, tact and courtesy.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Considerable experience in secretarial work which involves drafting documents and forms, typing, filing and office organization. Completion of a high school diploma or equivalent supplemented with additional business school training relating to secretarial and office skills, or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Degree in Business, Accounting, Finance or other related field desirable. Experience with Word and Excel computer programs highly desirable.

Approved by:

Nancy A. Gregory

Date:

10-10-17