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Under the direction of an assigned supervisor, the Administrative Accounting Assistant performs a variety of complex administrative assistant and fiscal support duties to support office operations and personnel within assigned department; relieves assigned supervisor of administrative and clerical detail; plans, coordinates and organizes day-to-day office operations and activities; coordinates flow of communications and information; assists department staff in coordinating fiscal

Interpersonal skills using tact, patience and courtesy.

Telephone techniques and etiquette and basic public relations techniques.

Modern office equipment, methods, practices, and procedures including microcomputer, filing systems, business correspondence and report writing.

Accounting processes and systems, including fiscal record-keeping methods, practices, and procedures.

General principles and procedures of accounting, auditing, budgeting, bookkeeping and fiscal record-keeping.

Word processing, spreadsheet, database and computer software at a level of proficiency sufficient to successfully perform assigned duties.

ABILITY TO:

Perform or demonstrate a variety of complex accounting administrative duties.

Plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Compose effective correspondence independently; communicate effectively and tactfully in both oral and written form.

Perform or demonstrate the ability to pe-14 (r)-10.9fo)-10.7r d)2.3 (e)7 t)6r)14.-14 (r) (t)6 (o)-6f)11.3 (om(a)10.4

Approved by Personnel Commission: April 12, 2023

Marisa Perry

Marisa Perry
Director III – HR / Classified Personnel Services

Date: 4/12/23