



## CITY OF BENTON

### Mayor's Assistant/ Finance Specialist

#### Job Description

<b>Job Title:</b> Mayor's Assistant/ Finance Specialist	<b>Department:</b> Administrative Services
<b>Classification:</b> Non-Exempt	<b>Reports to:</b> Mayor & Chief Financial Officer
<b>EEO Category:</b> Full-time	<b>Pay Grade:</b> \$31,636.80 - \$48,339.20 or \$15.21 - \$23.24 per hour

#### SUMMARY

The Mayor's Assistant/ Finance Specialist performs clerical and secretarial duties required for assisting the Mayor in conducting City business. The position also provides finance and human resources related support to the Administrative Services Department. Position is deemed safety sensitive.

#### ESSENTIAL DUTIES

To perform this job successfully, an individual must be able to perform each of the following Essential Duties satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential duties of the position:

- Receives incoming telephone calls for the Mayor and records summarized messages
- Greets and provides general information to visitors.
- Receives and responds to citizen concerns/complaints via phone calls, email, and other forms of questions within 48 hours, demonstrating customer service.
- Manages and maintains the Mayor's schedule.
- Schedules various appointments and meetings for the Mayor.
- Composes and types directives, bulletins, schedules, and agendas.
- Types and files correspondence and other materials.
- Assembles packets for Committee meetings including but not limited to agendas, legislation, financial reports, budget books, etc.
- Maintains and reconciles City Events spreadsheets.
- Maintains and reconciles City inventory lists.
- Serves as back-up for the Accounts Payable Coordinator and Accounts Receivable Coordinator, as needed.
- Serves as back-up for updating the City webpage.
- Promotes the City in a positive manner.
- Performs other duties as necessary or assigned.

This job description and the enumerated Essential Duties are intended to provide general guidelines for job expectations and the employees' ability to perform the position described. This is not intended to be an exhaustive list of all functions, responsibilities, skills, and abilities. Additional

functions and requirements may be assigned or assumed by the incumbent as necessary to fulfill the requirements of the position.

### **ENVIRONMENT & PHYSICAL ACTIVITY**

The incumbent will spend most of the time performing this position in a professional office-type setting. The incumbent, while performing this position, spends time writing, keyboarding, speaking, listening, driving, seeing (such as close, color and peripheral vision, depth perception and adjusted focus), sitting, pulling, walking, standing, squatting, kneeling, and reaching. The noise level in the work environment is usually moderate to loud. The office environment also has exposure to fumes, dust, toxic, or caustic chemicals.

The incumbent for this position may operate any or all of the following: telephone, smart phone, copy and fax machines, adding machine (calculator), scanner and image systems, computer terminal, laptop computer, personal computer, tablet, printers, or other equipment as needed and/or directed.

While performing the functions of this job, the employee is continuously required to talk or hear; frequently required to walk, sit, reach with hands and arms; and frequently required to stand, climb, or balance, stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move more than 20 pounds. Specific vision abilities required by this job include close vision, and color vision.

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **MENTAL DEMANDS**

The incumbent in this position must remain current and informed on related regulatory updates, City ordinances/resolutions/policies and applicable Federal, States, Municipal statutes, rules, and regulations. He/she must be able to read and understand documents, instruments, and reports; perform detailed work; and problem solving. Incumbents must also display proficiency in math, language, and verbal and written communication with internal and external customers. Incumbent must be able to effectively manage deadlines, multiple concurrent tasks, and constant interruptions. He/she shall conduct services/operations in a professional, effective, and efficient manner. Incumbent shall schedule work activities during other employee's absences (due to sick/vacation time) and distribute workflow appropriately. Incumbent must be able to work in a constant state of alertness and concentrate for long periods of time and foster a quality work environment by building employee trust and confidence.

## **SAFETY SENSITIVE**

This position is designated as a safety sensitive position because it requires the regular handling of highly sensitive and confidential City and customer information on a routine basis as well as handling large amounts of money. Performing this job in a discreet and professional manner always requires alertness. Any lapse of attention could have a significant financial impact on the City and its customers, or on others while operating a motor vehicle.

## **MINIMUM REQUIREMENT & COMPETENCIES**

Basic experience, knowledge and training in Administrative Services typically resulting from a combination of education or years of experience or the equivalent combination of education, training, and experience that provides the required knowledge, skills, and abilities to satisfactorily perform the essential functions of the positions.

### **Basic Qualifications:**

- High School Diploma, or equivalent, required.
- Four (4) years accounts receivable experience, required.
- Proficiency in Microsoft 365, required.
- Associate's Degree in Accounting, Business Administration, or related field, preferred.
- Notary Public or ability to receive encouraged within 6 months of hire date

### **Knowledge**

- Knowledge of computer fundamentals and business software.
- Knowledge of accounting principles, practices, and procedures.
- Knowledge of standard office principles and practices, office filing and record keeping.

### **Skills**

- Skill in operation of personal computer, database, and Microsoft 365.
- Skill in managing time and prioritizing job responsibilities.
- Skill in organizing information and attention to details.
- Skill in operation of customer service, dealing with volunteers and citizens of the City.
- Skill in use of office equipment including fax, copy machines, 10-key, computers, machine, and shredder.

### **Abilities**

- Ability to communicate in a positive, friendly manner to employees, supervisors, coworkers, clients, etc. always.
- Ability to develop and accurately maintain departmental records as mandated or necessary.
- Ability to consistently meet deadlines and complete assignments within specified time frames and use time and resources effectively to meet goals and complete assignments quickly and efficiently with little or no supervision.
- Ability to use discretion in handling highly sensitive or confidential information.
- Ability to prepare accurate and complete reports.

## ACKNOWLEDGEMENT

Management reserves the right to change this job description at any time according to business needs. This document does not represent a contract of employment and is not meant to alter the at-will status of an employee's employment in any way. The City of Benton reserves the right to change this job description and/or assign tasks for the employee to perform, at any time, with or without notice, as it may deem appropriate.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_