

Central Maintenance Administrative Assistant

Nature of Work

This is very important administrative and accounting work involving the management and coordination of the Central Maintenance administrative office. Activities associated with the job include overseeing and assisting with the maintenance of purchasing records and files and personnel and payroll records, answering incoming calls and taking messages, and performing accounting functions associated with the annual budget and procurement of materials and supplies. The incumbent also assists with office management duties, assists with the purchasing of fuel and preparing fuel cards for employees, assists with taking and issuing work orders, types memorandum and other correspondence, maintains records of purchased supplies, parts, and materials and receives individuals as they enter the office. Job responsibilities require considerable experience working in an office setting and performing administrative and accounting duties, strong organizational, interpersonal and decision making skills, considerable experience working for a maintenance shop and/or road construction company and dedicated attention to detail. Job performance is evaluated by the Central Maintenance Director through review of the accuracy and organization of records and data, level of administrative and accounting support provided for central maintenance operations, organizational, interpersonal and decision making skills, ability to effectively coordinate office functions and meet existing deadlines and the overall efficiency of office operations.

Illustrative Examples of Work

- Assists with maintaining personnel and payroll records for employees in the central maintenance department, computing the departmental payrolls and issuing payroll checks in accordance with established payroll procedures.
- Assists with maintaining all requests for leave and leave records for central maintenance employees and updating as necessary.
- Oversees and assists with entering work orders into a computer database upon completion of assigned repairs.
- Maintains and updates records of over five hundred _____ County vehicles serviced through central maintenance operations.
- Receives and documents all accounts receivable payments and prepares accounts payable checks for various vendors.
- Oversees the purchasing and distribution of fuel for the county and coordinates the issuing and return of fuel cards for county employees.
- Assists with the development of the annual central maintenance budget and monitors receipts and expenditures to ensure compliance with budgetary authorizations.
- Reconciles and closes out all financial records and reports on a monthly and fiscal year basis.
- Oversees and assists with preparing vendor checks for accounts payable processes.
- Assists with prepares and coordinating claims for work related accidents and/or property damage.
- Prepares survey of Occupational Injuries and Illnesses for Tennessee Department of Labor and

Workforce, and Labor Research and Statistics report for _____ County Government and _____ County Schools.

- Assists with coordinating all Drug & Alcohol testing as required by the Tennessee Department of Transportation.
- Prepares quarterly and year end financial reports for submission to county commission.
- Ensures that all inventory records and insurance coverage are current and up to date.
- Assists with the developing bid specifications and bidding out required services and purchases.
- Types memorandums and other correspondence as needed by the Central Maintenance Director.
- Receives and processes incoming and outgoing mail and other correspondence.
- Interacts with various county departments, employees and the public over the phone and in person and assists with any issues, concerns and/or requests.
- Prepares work orders and forwards to the appropriate personnel to be completed.
- Interacts with state auditors and assists with compiling financial information for review as necessary.
- Answers incoming calls, takes messages, provides assistance and information and/or refers to the appropriate party for resolution.
- Greets the public, vendors and visitors as they enter the central maintenance department office.
- Makes copies of documents, memos, informational materials, etc. as required.
- Prepares lists, assists with file maintenance and performs other general office duties as required.
- Performs related duties as required.

Necessary Requirements of Work

Graduation from an accredited four year high school; considerable experience working with the public and in an office environment; strong interpersonal, organizational and decision making skills; a minimum of five years experience performing accounting and/or bookkeeping duties; experience working for a vehicle maintenance repair department or road construction company; dedicated attention to detail; or any equivalent combination of education or experience to provide the following knowledge, abilities and skills:

- Thorough knowledge of GASB and GAAP accounting standards, practices, recommended internal controls, reconciliation of accounts, accounts payable and accounts receivable transactions, etc.
- Thorough knowledge of payroll reporting processes and related benefits administration.
- Thorough knowledge of _____ County procurement and purchasing guidelines.
- Thorough knowledge of federal and state rules and regulations pertaining to county maintenance repair operations including applicable safety standards, storage and disbursement of fuel, etc.
- Thorough knowledge of _____ County central maintenance department policies and procedures.
- Thorough knowledge of contemporary office equipment including multi-line telephones, copiers, calculators, FAX machines, etc.
- Thorough knowledge of acceptable grammatical form for correspondence, memorandum, reports, etc.
- Considerable knowledge of current software programs including database management, spreadsheet and word processing applications.
- Considerable knowledge of employee drug testing policies and protocols including TDOT and

HIPAA regulations.

- Considerable knowledge of conventional office management procedures and practices including file maintenance, basic budgetary practices and information management technology.
- Ability to consistently and accurately perform detailed and complex mathematical calculations.
- Ability to create and maintain detailed files and related information in an organized and accessible manner.
- Ability to compile and maintain financial and other pertinent records for compliance with federal and state regulations.
- Ability to respond quickly and effectively to different job demands and pressures.
- Ability to interact in a professional and tactful manner with co-workers and the public both in person and on the telephone.
- Ability to prioritize daily, weekly and monthly activities and ensure the completion of all assigned duties and meet established deadlines and reporting requirements.
- Skill in the operation of contemporary office equipment including calculators, keyboards, copiers, FAX machines, etc.
- Skill in the use of current and proprietary software applications including database management word processing and spreadsheet applications.

Necessary Special Requirements

- Possession of a valid Tennessee Drivers License and the ability to be insured at standard vehicle liability rates.

_____ County Government
FLSA – Non-Exempt
08/13/2008