



Position Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Administrative Financial Assistant

Department: Town Clerk
Pay Grade: 5
FLSA Status: Non-Exempt

JOB SUMMARY

The purpose of this classification is to provide administrative and financial support to the Town Clerk's office under the general supervision and direction of the Town Clerk. In addition to the required duties performed, the Administrative/Financial Assistant performs difficult and specialized administrative and financial work. The Administrative/Financial Assistant is entrusted with numerous and diverse duties, participating in discussion and decision making in a variety of areas relating to job duties and responsibilities. Person must be able to work independently with minimal supervision.

ESSENTIAL JOB FUNCTIONS:

Customer Service:

- Address citizen complaints (phone & office).
- Provide customer service (phone & office).
- Third/Fourth to answer phone calls and greet customers in a timely and accurately manner offering assistance to customers.
- Direct complaints, correspondence and inquiries for action to various departments at the Town Clerk's request.
- Perform liaison work between the Town Council, Town Clerk, and public as may be directed.

Administration:

- Assist with all Town grants (CDBG, FRDAP, FDOT, USDA, FDEP).
- Assist with FEMA Projects.
- Assist with all Town contracts.
- Assist with all Town bonds and loans.
- Prepare Credit Applications and Purchase Orders for all Departments.
- Research and furnish data to public in accordance with the Public Records Laws.
- Conduct business with other municipalities, state and federal agencies as directed by the Town Clerk.

- Under the guidance of the Town Clerk, develops standard operating procedures and department policies.
- Monitors and stays current with technology and practices as related to the Town Clerk's Office functions.
- Assist with special projects assigned by the Town Clerk to achieve the Town's long- and short-term goals.
- Assists with records management activities including file maintenance with adherence to records retention schedule of Town records and e-mails.
- Ensure that all official Town documents are maintained in an accurate system for cross-file of Town Council actions.
- Always proof and edit all work for accuracy.
- Maintain department files for use by self and others in department.
- Prepare or follow up on requests from the Town Clerk.
- Prepare or follow up on requests from the Mayor & Town Council Members.
- Prepare or follow up on requests from the Public Works Director.
- Prepare or follow up on requests from the Parks & Recreation Director.

Payroll:

- Generate through Executime Timekeeping software and distribute employee time sheets to Town Administrators prior to pay period beginning and collect all sheets from Town Administrators following the day after the pay period ends.
- Prepare employee bi-weekly and council monthly payroll in Executime Timekeeping software.
- Prepare employee and Council payroll taxes following payroll process.
- Maintain and keep currently updated all employee payroll files with time sheets and attached leave forms.
- Maintain and keep currently updated all employee leave records and maintain employee leave in excel format for cross verification.
- Provide monthly report of all regular full-time employee gross wages for retirement payment submission.
- Prepare, submit and maintain quarterly employee payroll taxes (941) and unemployment taxes (UCT) files.
- Prepare, submit and maintain employee W-2 forms annually along with current W-4 forms for employees' personnel files.

Financial:

- Reconcile all bank accounts and general ledger accounts monthly.
- Assist in preparing all journal entries, balance sheets & financial statements monthly.
- Prepare Southeastern Bank credit cards journal entry spreadsheet monthly and for placement on the iPads agenda folder monthly.
- Prepare all draft utility bill journal entry spreadsheet monthly and for placement on the iPads agenda folder monthly.
- Assist in the creation and input of all capital projects monthly through Project Accounting.
- Assist with preparation of budgets & amended budgets and reports.
- Assist with preparation of Capital Improvements Plan.
- Assist with TRIM (Truth-in-Millage) Property Tax Levy process annually.
- Assist in reviewing all expenditure accounts monthly/quarterly.
- Assist in reviewing all revenue accounts monthly/quarterly.
- Assist with preparing for the Town's annual audits.
- Prepare daily log of Parks & Recreation Department deposits for monthly journal

entries to the general ledger.

- Provide Parks & Recreation Department monthly reconciled account balances.
- Merge all Direct Payables packets, adjust invoices thru excel spreadsheet for online payments for American Fidelity, Texas Life, Aflac and Retirement and account payables for FMIT submit payment.
- Merge all Direct Payables retirement packets, adjust invoices thru excel spreadsheet and prepare and maintain employee retirement including payment submittal, updating, filing and reporting.
- Prepare annually Form 1099's and mail out to contract employees and submit to the IRS with Form 1096.
- Prepare, submit and maintain the Department of Financial Services, State of Florida, Bureau of Unclaimed Property reports and support.
- Scan all bank account reconciliation items into system.

Miscellaneous Items:

- Review and sign for accuracy daily, all daily deposits.
- Provide back up to picking up mail from post office daily, sort, date stamp, copy and distribute. Copy checks received by mail; date stamped, counted and signed off on prior to giving to Utility Department for processing and copies of checks to be filed with Daily Deposit Reports.
- Review payables against actual invoices to confirm all invoice #'s, dates & descriptions are correct prior to giving to Town Clerk for review.
- Assist in coordination of special events/projects.
- Maintain daily journal of all major tasks worked on that day for use by self and others in department.
- Ability to take on additional municipal duties as required.

Other Duties and Responsibilities:

- Provide backup to other staff members as needed.
- Provide backup to Utility Department as needed.
- Provide backup to preparing the Daily Close and Deposit Procedure.
- Provide backup with Business Tax Receipts as needed.
- Provide backup to Accounts Payable as needed.
- Provide backup to Building Department as needed.
- Provide backup to Accounts Receivable as needed.
- Perform computer operation activities for other departments.

MINIMUM REQUIREMENTS TO PERFORM WORK:

- High school diploma or equivalent.
- Degree in Business preferred.
- Four (4) years' experience in the public sector.
- Or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

- Valid State of Florida Driver's License.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of Florida Statutes.
- Knowledge of modern office practices, procedures, and policies.
- Knowledge of computer data entry systems and word processing applications;

- Windows OS, Microsoft Office Suite, or other related programs deemed necessary
- Knowledge of basic arithmetic operations.
- Skill in dealing with community groups and individuals.
- Skill in starting, stopping, operating and monitoring the functioning of equipment, machinery, tools, and/or materials used in performing essential functions.
- Skill in verbal and written communication.
- Ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions.
- Ability to work independently with minimal supervision.
- Ability to deal courteously with the public; establish and maintain effective relationships with employees, supervisors, administrators, and other Town personnel.
- Ability to organize and accomplish work responsibilities and tasks.

PHYSICAL DEMANDS:

Work consists of sedentary work, which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Tasks may involve extended periods of sitting, including time at a keyboard or workstation. Some tasks require the ability to perceive and discriminate visual cues or signals. Some tasks require the ability to communicate orally.

WORK ENVIRONMENT:

Work is performed in a normal office environment.

CONDITIONS OF EMPLOYMENT:

Offer of employment is contingent upon the following: an interview of references and previous employers; satisfactory results of a background investigations and/or medical examination or inquiry, including a drug screen test.

The Town of Hilliard has the right to revise this position description at any time and does not represent in any way a contract of employment.

Employee Signature

Date

Supervisor (or HR) Signature

Date

The Town of Hilliard, Florida commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The Town's policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.