



JOB DESCRIPTION

TITLE: Accounting/Administrative Assistant

General Summary

Under the direct supervision of the Executive Director performs accounting duties and a variety of clerical duties. Works closely with the Operations Manager, Lead Dispatcher and others to provide assistance as a resource when needed.

Typical Duties

1. Performs accounting duties, to include payroll, accounts receivable, accounts payable, bank reconciliations, and general ledger accounting.
2. Prepares all monthly, quarterly, and yearly payroll, financial, and operating reports.
3. Manages bank accounts.
4. Assist with human resource assignments including insurance benefits, 401/457 plans, annual leave accruals, etc.
5. Works with an auditor annually to assist with MDOT audit requirements.
6. Assist with preparing yearly budgets and maintain the same.
7. Recordkeeping of Operating and Capital contracts.
8. Maintain and update vehicle fleet, tools and other various inventories.
9. Assist with procurement Capital contracts.
10. Provides clerical services, including typing letters, reports, memos, minutes, and filing same. Composes written communications using correct grammar and sentence structure.
11. Be proficient in Word, Excel, Outlook, and Quickbooks accounting software.
12. Ability to learn new software applications.
13. Works closely with the MDOT Project Manager.
14. Prepares Agenda, attends board meetings, records minutes and comply with OMA.
15. Maintain and update web page & social media sites.
16. Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the organization.

The above statements are intended to describe the general nature and level of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel.

Employment Qualifications

Education: B.A. or B.S. degree in accounting, financial management, or related field preferred

Experience: At least two (2) years bookkeeping/clerical/office work; bondable after hire

Estimated On-The Job Training Period: One (1) year

Physical Effort Required: Limited, may involve lifting or moving objects up to 30 lbs.

The qualifications above are guidelines; alternative qualifications may be substituted if sufficient to perform duties.