

**Village of Rochester
Position Description**

Position Title: Administrative Assistant

Reports to: Office/Accounting Manager

Supervises: No one reports to this position

Summary of Duties

Under general supervision, perform a variety of clerical functions in conjunction with water and sewer records and billings. The person in this position enters and maintains computer records, types and maintains files, performs miscellaneous clerical duties regarding village operations.

Specific Duties

1. Prepares and enters payroll into village accounting system; adjust payroll for state and federal tax changes, and calculates and maintains records of employee earned and usage of leave time.
2. Serves as health insurance contact and maintains employee health insurance records, serves as Illinois Municipal Retirement Fund web assistant.
3. Checks and verifies monthly bank statements, reconciles discrepancies and insures checking accounts are correct.
4. Deposits utility payments into proper village bank accounts.
5. Receives, codes and enters invoices into the accounting system and prints checks for signature by Village Presidents and Treasurer.
6. Prepares meeting agenda, prepares bill packets for trustee signatures and set meeting rooms.
7. Orders and maintains office supplies.
8. Greets public and answers telephone to provide information on utility accounts, and village activities.
9. Maintains village web page.
10. Operates various office machines including computers, calculators, copy and fax machines and multiple line phone system.
11. Schedules park reservations.
12. Performs other duties as required or assigned which are reasonably within the scope of the above duties.

Desirable Education and Experience

Education:

Requires knowledge, skill and mental development equivalent to completion of four years of high school and some collage level courses work in accounting and bookkeeping or a comparable level of education, training and experience.

Experience

Requires two years of customers service, clerical, and/or computer experience,
Knowledge, Skills and Activities

Essential

Requires a working knowledge of clerical/office methods, practices and procedures
Requires working knowledge of computer operations and functions preferably with experience in Microsoft Office Software.
Requires ability to communication verbally and in writing.
Requires ability to perform routine mathematical calculations and maintain records.
Requires ability to prepare and maintain utility records and prepare reports.
Requires ability to deal effectively with water and sewer customers
Requires ability to follow verbal and written instructions.

Preferred

Requires elementary knowledge of village utility operation and practices
Requires ability to establish and maintain a working relationship with village personnel and public.
Requires ability to read maps and interpret basic technical data.