

Greenlee County is currently accepting applications for a full-time Administrative Assistant position in the Board of Supervisors Office. \$14.33 hourly, non-exempt. Minimum requirements: 1) AA Degree or equivalent or 5 yrs. progressively responsible general office experience; 2.) Considerable skill in operation of computer programs; 3.) Able to communicate well orally & in writing and cross train in other positions; 4.) Current employment application on file at the Greenlee County Board of Supervisors Office, 253 5th Street, P O Box 908, Clifton, AZ, 85533, 928-865-2072, www.co.greenlee.az.us. Deadline for filing: October 6, 2017, 5:00 p.m. It is the responsibility of the applicant to ensure their application is current.

Classified Ad

Publish: Beginning now and ending October 6, 2017

Bill to: Greenlee County
Board of Supervisors
P O Box 908
Clifton, AZ 85533

GREENLEE COUNTY

CLASS CODE: Non-Exempt

ADMINISTRATIVE ASSISTANT

(General)

NATURE OF WORK

Under the supervision of the Department Supervisor coordinates office services, budget preparation and control, and records control. Performs related duties as required.

TYPICAL DUTIES

Assists in grant preparation and financial reporting; maintains complex financial records by posting, reconciling, analyzing and adjusting ledgers and journals; prepares payroll and accompanying reports; prepares authorized payments; researches problems and answers questions regarding accounting procedures of documentation; performs extensive computer data entry. Coordinates collection and preparation of operating reports. Prepares personnel forms, may direct services such as maintenance, repair, supplies, mail and files. Prepares financial statements for federal, state, Board of Supervisors and expenditure reports for Department Supervisor.

QUALIFICATIONS

Education, Training and Experience: Any combination of education, training and experience equivalent to Associates of Arts Degree from an accredited college or university including hours in data processing plus five years of progressively responsible work experience in accounting or four years experience in County Government or related field required.

Desirable Knowledge, Abilities and Skills: Considerable knowledge of current acceptable accounting principles and practices; laws and ordinances governing County finances; data entry and verification procedures. Knowledge of current acceptable supervision practices and principles. Considerable ability to cross train in other positions as necessary; establish and maintain effective working relationships with co-workers, other agencies and the general public; prepare clear and concise reports. Ability to communicate well orally and in writing. Considerable skill in operation of computer programs; research and verification of information.

SPECIAL QUALIFICATIONS

Valid Arizona drivers license. Typing speed of 55 accurate words per minute.