

**CITY OF ALVA  
JOB DESCRIPTION**

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<b>TITLE:</b>	<b>Executive Assistant/Accountant</b>
<b>DEPARTMENT:</b>	<b>Administration</b>
<b>REPORTS TO:</b>	<b>City Business Manager</b>
<b>FLSA STATUS:</b>	<b>Exempt</b>
<b>GRADE:</b>	<b>10</b>
<b>SALARY:</b>	<b>\$40,621 – \$56,229</b>

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**NATURE OF WORK**

Under, direction performs a wide variety of highly responsible, complex and diverse professional duties involved in providing administrative, analytical, financial and technical support to the City Business Manager; coordinates and participates in various program and administrative operations and activities including those having a City-wide impact; coordinates assigned activities with City departments, outside agencies, and the general public; and provides information and assistance to internal and external customers regarding assigned programs and services.

**ESSENTIAL JOB FUNCTIONS**

- Conducts complex and sensitive administrative, operational, and management analyses, studies, and research projects including those involving City-wide issues, programs, policies, and procedures; selects, adapts, and applies appropriate research and statistical techniques; gathers and analyzes data and information from various sources on a variety of specialized topics.
- Performs a wide variety of administrative and analytical duties in support of the City Business Manager; prepares and reviews a variety of letters, brochures, newsletters, and other correspondence; plans and coordinates a variety of events and activities for the City Business Manager.
- Attends City Council and other board meetings to assist the Council and board meetings in taking minutes and assists with the preparation of meeting agendas.
- Participates in the development of monthly financial reports for presentation to the City Council and the Citizens of Alva.
- Assist the City Business Manager with daily office tasks, including, but not limited to faxing, sorting, filing, letter writing, Internet research, event planning and coordination.
- Prepares monthly bank account and general ledger reconciliations, prepares and enters general journal entries
- Monthly prepares Departmental Expense and Outstanding Purchase Order reports to be distributed to each Department Head.
- Monthly prepare Cash Flow Reports for Boards and Commissions of the City of Alva.
- Participates in the development and administration of the City budget; monitors expenditures.
- Participates in the development and implementation of goals, objectives, and priorities for programs
- Serves as liaison with the accounting consultant and the City auditor; coordinates information with the accounting consultant and the City auditor to prepare the annual city audit.
- Other duties as assigned by the City Business Manager.

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*Note: This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any with or without notice.*

## **EDUCATION, TRAINING, AND EXPERIENCE REQUIRED**

Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Education/Training:** A Bachelor's degree from an accredited college or university with major course work in accounting; public administration, business administration, economics or a related field.

**Experience:** Five years of increasingly responsible administrative and analytical experience that demonstrates a strong understanding of City-wide operations and the role of local government.

**License or Certificate** – Possession of, or ability to obtain, an appropriate, valid Driver's License.

## **SUPERVISORY RESPONSIBILITY**

No direct supervisory responsibility

## **KNOWLEDGE, SKILLS AND ABILITIES**

- Expected to maintain confidentiality as a general rule.
- Pleasant attitude and service-mindedness expected.
- Operational characteristics, services, and activities of the City Business Manager's Office
- Principals of City government administration, organization, budget, and personnel management.
- Principles and practices of program Policy and procedure evaluation and development.
- Principles of public administration
- Advanced methods and techniques of data collection, research and report preparation.
- Principles of business letter writing and report preparation.
- Principles and practices of record keeping.
- Public relations and customer serviced techniques
- Office procedures, methods, and equipment including computers and applicable software applications.
- Assist with budget preparation and administration.
- Plan and organize work to meet changing priorities and deadlines.

## **PHYSICAL/MENTAL REQUIREMENTS**

**Physical:** Primary functions require sufficient physical ability to work in an office setting and operate office equipment. Continuous sitting and upward and downward flexion of neck; fine finger dexterity; light to moderate finger pressure to manipulate keyboard, equipment controls, and office equipment; pinch grasp to manipulate writing utensils. Frequent side-to-side turning of neck, walking ,standing, bending, stooping, pushing/pulling, and twisting at waist; moderate writs torque to twist equipment knobs and dials; lifting object weighing up to 20 lbs, from below waist to above shoulders and transporting distances up to 50 yards. Occasional squatting, kneeling ,and reaching above and at shoulder height; moderate grasp to manipulate reference books and manuals; lifting object weighing 20 – 35 lbs, from below waist to above shoulders and transporting distances up to 50 feet.

**Vision:** See in the normal visual range with or without correction; vision sufficient to tread computer screens and printed documents and to operate equipment.

**Hearing:** Hear in the normal audio range with or without correction.

## **ENVIRONMENTAL CONDITIONS AND SAFETY CONCERNS**

Standard office setting, continuous working indoors, dust from paperwork. Work schedule is 5/40 with attendance at City Council and various board meetings a requirement. Work environment is both formal and informal, team oriented, having variable tasks, pace, and pressure. Work is performed indoors in office and in meeting rooms.

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