

Champaign County Regional Planning Commission

POSITION DESCRIPTION

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| Position Title: | Administrative Assistant – Fiscal Department |
| Reports To: | Fiscal Manager |
| Supervises: | None |
| FLSA Status: | Non-Exempt |
| Pay Grade: | 2 |

General Duties:

The Administrative Assistant (Fiscal) works under the direct supervision of the Fiscal Manager to complete administrative tasks and projects such as copying, filing, proofreading, record keeping, and special projects related to grants, funding sources, and budget preparation. The Administrative Assistant (Fiscal) works closely with other Fiscal and Program Staff to deliver high quality results on behalf of the team and organization. The Administrative Assistant (Fiscal) will also interact with clients, community members, and other stakeholders to complete essential work assignments.

Specific Duties and Responsibilities:

- With direction from Fiscal Manager, enters voucher information into AS400 system for accounts payable processing
- Works autonomously to copy and scan vouchers and deliver confidential documents to the Auditors Office.
- Provides support with filing voucher copies for multiple programs.
- Transfers check data to paid voucher copies for multiple funds
- Prepares and submits quarterly Periodic Financial Reports to State Grantors.
- Maintains lease, grants, and contracts electronic files
- Copies and organizes multiple general ledger binders
- Identifies the accuracy of submitted volunteer in-kind documents.

- Assists with scanning documents related to the General Ledger and updating records for historical recordkeeping requirements.
- Ensures monthly statements are filed in the appropriate grant folders.
- Assists with file maintenance and ensures documents are stored in the appropriate location and participate in the records disposal process.
- Files updates to Fiscal Manual copies.
- Assists with administrative duties necessary to prepare annual RPC budget binders.
- Assists the Fiscal Manager with coordinating the Fiscal Staff Meetings.
- Notating Cash Receipt numbers and dates of invoice payments in grant files.
- Provides support with locating and refiling specific vouchers required during grantor monitoring visits.
- Files documents received from WIOA sub-recipients during three-month monitoring season.

Required Knowledge, Skills, Characteristics and Abilities:

- Must have a High School Diploma or General Education equivalent and 1 year of relevant office experience.
- Must have experience with modern office procedures and equipment.
- Must demonstrate intermediate level skills with Microsoft Word and Microsoft Excel.
- Intermediate level knowledge of spreadsheets, databases, and report generating
- Demonstrated ability to produce highly accurate and timely work.
- Ability to work well individually and as a team member.
- Ability to establish and maintain good working relationships with team members and stakeholders.
- Ability to set work priorities and organize effectively to meet deadlines.
- Must possess excellent oral and written communication skills.
- Ability to follow written and oral instructions with basic supervision.
- Ability to read and interpret written policies and apply policies to practice.
- Must be able to transport mail and supplies as needed.

Essential Functions:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting/standing at a desk or copy machine approximately 90% of workweek.
- Ability to focus and concentrate on essential information for extended periods of time to complete job tasks.
- Frequent near-vision use for reading and computer work.
- Frequent use of hands for data entry, copying, and/or filing tasks.

- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Competencies:

- Accuracy - Pays close attention to detail to avoid errors or mistakes.
- Career Ambition - Has the motivation to strive for success and a vision for career plan. Seeks opportunities to develop self and career.
- Communication Skills - Communicates clearly, concisely and candidly with people at all levels of the organization; avoids vagueness, ambiguity and mixed messages.
- Compliance - Acts in accordance with and promotes the organization's existing and new rules and regulations.
- Cooperation - Is at ease working with fellow employee at all levels and in all roles. Avoids blaming others when problems occur. Gains the trust of others by being forthright and honest. Values the contribution of others
- Decision Making - Generating and evaluating alternatives before making a decision or taking action. Considers the risks associated with each option and selecting the option that has the best balance of risk and reward, encouraging input from others when it is appropriate.
- Ethical Conduct - Demonstrates a sense of corporate responsibility. Driven by positive moral principles that govern their approach to their work.
- Flexibility - Is versatile and able to handle multiple tasks. Demonstrates openness to new organizational structures, procedures and technology. Willing to switch to a different strategy or accept new ideas.
- Prioritization - Sets priorities with an appropriate sense of what is most important. Plans with an appropriate and realistic sense of the time demand involved.
- Time Management - Ability to plan and exercise conscious control over the amount of time spent over specific work activities. Develops or uses systems to organize and keep track of information (e.g., "to-do" lists, appointment calendars, follow-up file systems). Keeps clear, detailed records of activities related to accomplishing stated objectives. Status of one's own work is always known.

Work Environment:

- Office work will be performed in a cubicle environment and/or copy room, sometimes involving distractions.
- Frequent use of computers, phones, photocopiers, filing cabinets, and fax machines.
- Lift and carry equipment necessary to complete work, approximately 20 pounds.

Disclaimer:

The job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. The description contains examples of duties and responsibilities that may or may not be considered "essential functions" to a job, or

position within this job class. "Essential functions" are to be determined at the position or job level within each department. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

Signature of Employee _____

Date _____

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