

SECRETARY/FINANCIAL COORDINATOR

DEFINITION

This is advanced professional work in secretarial science, general office management, bookkeeping and accounting.

An employee in this class assists in a wide variety of programs and activities of the department of planning and community development.

Administrative responsibility and policy limitations are defined by the Urban Projects Director.

CHARACTERISTIC WORK

Greets visitors and callers to office and directs them to the appropriate person. Receives various applications.

Maintains all files and public records, and keeps an accurate record of all meetings including preparation and maintenance of meeting minutes. Plans and prepares meeting agendas, including notification of applicants, Board/Commission members, the public and media of upcoming meetings. Types outgoing documents/correspondence and maintains record of such. Receives incoming and mails outgoing correspondence. Prepares advertisements for placement in the newspaper. Entry of data into computer system. Prepares various pamphlets, brochures and news releases describing programs/activities.

Receives all monies and funds, provides receipts and makes daily deposits. Prepares all daily, monthly, quarterly, semi-annual and annual reports for submission to appropriate entities. Maintains all financial records, including but not limited to check registers/ledgers, project/program, activity and office budgets. Prepares HUD/OHCP financial drawdowns, prepares purchase orders/requisitions and processes purchase orders/requisitions for payment of invoices. Prepares for monitoring/audits. Maintains inventory of office equipment and supplies and orders supplies as needed.

Accepts applications, issue and maintain amusement licenses, peddler licenses, solicitor licenses, taxi licenses, carnival and circus licenses.

Performs related work as required.

MINIMUM QUALIFICATIONS

Graduation from an accredited high school plus significant experience related to the position. Must be a proficient typist and be able to type at least 40 wpm. Additional education and strong background in accounting/financial management systems and secretarial technologies are required. Word Processing/Computer experience is also required including experience with Windows, Microsoft Office, Microsoft Excel and Microsoft Publisher. Bookkeeping/accounting knowledge is necessary. Ability to attend evening meetings and to plan and organize meetings/seminars is required. Basic knowledge of building construction terminology, practices, and methods is preferred.

Extensive knowledge of the principles, methods and techniques of general office management, organization and operation.

Exceptional ability to establish and maintain effective relationships with federal and state agencies, civic leaders, City and public officials and the general public. Ability to multi-task, performing a wide variety of work on several diverse and complex activities at once. Good public relations skills.

Must have and maintain a valid driver's License.