



## Job Description

**TITLE:** Office Assistant I  
**JOB CODE:** 159  
**FLSA:** Part-Time; Non-Exempt  
**PREPARED:** November 2004

**UPDATED:** July 2016

**Summary:** Under general supervision, provides accounting work and general support for SEAGO finance office; reconciles financial transactions; administers purchasing functions; manages organizational records; and performs various other office duties.

**Essential Job Functions:** *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Prints reports from accounting system; determines correct general ledger code for accounting transactions; keys accounting information into accounting system to include payroll, accounts payable, accounts receivable, budget, cash receipts and journal entries.
- Performs monthly bank statement reconciliations; researches and reconciles accounting records as needed; prepares various program invoices; maintains accounting files.
- Coordinates certain purchasing activities for the agency including supply and equipment orders and issuing purchase orders as needed.
- Prepares regular usage reports for postage and copier; coordinates with vendors for the repair and replacement of office equipment.
- Sorts and distributes incoming mail; processes outgoing mail.
- Performs other duties as assigned.

### **Education, Experience, and Certifications:**

An Associate's Degree in accounting, business administration, or related field; a minimum of 2 years demonstrated experience in accounting in the business, public or non-profit sector; or any combination of education, training and experience which provides the following ***required knowledge, skills and abilities***:

- Knowledge of accounting practices and procedures.
- Proficiency in use of personal computers and computer software, including, word processing, spreadsheets, and e-mail applications, preferably Microsoft Office Word, Excel, and Outlook; standard accounting software, and conventional office equipment.
- Demonstrated experience handling multiple assignments, prioritizing work and meeting deadlines with attention to accuracy and detail;
- Demonstrated ability to learn, analyze and synthesize new information quickly and make decisions.
- Ability to maintain records and prepare reports related to the work.
- Knowledge of administrative methods, office practices and procedures.
- Skill in communicating effectively, both orally and in writing.

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**Office Assistant I**

- Strong interpersonal skills with ability to develop and sustain effective collaborative working relationships with a variety of persons of various socio-economic and ethnic compositions.
- Must be highly motivated and productive in a dynamic office environment.
- Ability to maintain confidentiality of personal information collected from clients and employees.

**Desirable Knowledge, Skills, Abilities and Experience:**

- Skill in analyzing problems, projecting consequences of proposed actions, identifying alternative solutions, assessing outcomes, and making recommendations for improvement.
- Knowledge of SEAGO operations, policies and procedures.
- Spanish language skills are desirable but not required.

**Environmental Factors and Conditions/Physical Requirements:**

- Work is generally performed in a fast-paced office environment with frequent interruptions and irregularities.
- This position may occasionally require travel to various locations within the SEAGO region. The selected individual in this position must have the ability to travel, which may include operating a motor vehicle, using walkways, stairs, and/or elevators.
- Ability to lift up to 20 pounds.
- Ability to communicate by voice, use sight, and hearing.
- No special coordination beyond that used for normal mobility, operation of conventional office equipment, and handling of everyday objects and materials is needed to perform the job satisfactorily.

**Equipment and Tools Utilized:**

- Equipment utilized includes computerized and conventional office equipment. Operation of motorized vehicles may be required for travel.

**Other Requirements:**

- Must possess a valid State of Arizona driver's license.
- Access to reliable transportation and ability to demonstrate proof of vehicle insurance.

**Approvals:**

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Date:** \_\_\_\_\_