



Office Assistant II (Accounts Payable & Office Support)
Position Description

Department: Clerk-Treasurer's Office

Position: Office Assistant II (Accounts Payable Assistant & Office Support)

Job Category: COMOT (Computer, Office Machine Operation, Technician)

Status: Permanent, Part-time

Scheduling: Up to 25 hours per week

FLSA Status: Non-exempt (Hourly)

Date of Announcement: June 24, 2024

Application Deadline: Until position is filled

Job summary:

Under the supervision of the Deputy Clerk-Treasurer and Accounts Payable Clerk, this position assists with the processing of accounts payable claims and completes other Clerk-Treasurer's Office tasks. The following is a list of duties that are normal for this position, but not all-inclusive.

Essential duties and responsibilities:

- Reviews, prepares, enters, and verifies the accuracy of accounts payable claims.
- Assists Accounts Payable Clerk in preparing payables packets for the Board of Public Works.
- Verifies accounts payable checks for mailing and helps initiate ACH payments.
- Maintains liability insurance certificates.
- Maintains records of City and Utility vehicle titles.
- Provides information and assistance to Clerk-Treasurer's Office visitors.
- Sorts and distributes mail received by the Clerk-Treasurer's Office.
- Helps maintain office supply stocks and prepares orders for the staff.
- Answers the office phone, forwards calls and takes messages.
- Assists the Clerk-Treasurer and Deputy Clerk-Treasurer with deadline assignments.
- Performs a variety of clerical duties including word processing, data entry, copying, filing, scanning records, etc.
- Assists and serves in a back-up role to other co-workers, when needed.
- Performs other related duties as required.

Minimum training and experience required:

- Associate degree in business-related field with emphasis on accounting and computer applications and three to five years of relevant work experience preferred; or equivalent combination of education, training and experience which provides the necessary knowledge, skills, and abilities.

Special Requirements:

- Valid Driver's License.

Minimum physical and mental abilities required:

- Ability to engage in prolonged visual concentration while working at the computer.
- Ability to operate a variety of automated office machines including computers, calculator, copier, fax, scanner, and departmental computer software.
- Ability to exert physical effort in sedentary to light work involving routine stooping, kneeling, crouching, reaching, lifting, and carrying boxes of public records.
- Ability to accurately record and deliver information and meet deadlines.
- Ability to work under stressful conditions and to balance priorities.
- Ability to interpret, apply and explain rules, regulations, policies, and procedures.

- Ability to maintain the confidentiality of sensitive information and the privacy of records.
- Ability to communicate effectively with supervisors, co-workers, other City personnel, and the public verbally and in writing.

Mathematical abilities required:

- Ability to add, to subtract, multiply, divide, calculate decimals and percentages, as well as to measure, track and interpret data.

Environmental adaptability:

- Ability to work effectively in an office environment.

Rate of pay:

Grade 6 as designated by current salary ordinance.

Hourly Minimum – Midpoint Range: **\$19.55 - \$23.42**/hourly based on current salary ordinance.

Work hours:

Up to 25 hours per week; workdays may vary; normal business hours are 8 a.m.-5 p.m., M-F

Applications are available in Human Resources, 204 E. Jefferson St., Goshen or online at www.goshenindiana.org. Click Job Opportunities.

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