

**CITY OF DIXON
POSITION DESCRIPTION**

POSITION/TITLE: Administrative Specialist (Part Time)

DEPARTMENT: Finance

UNION: N/A

FLSA CLASS: Non-Exempt

REVISED DATE: September 2021

JOB SUMMARY:

The Administrative Specialist works under direct supervision of the Finance Office Manager and performs cash receipting duties and general finance office functions.

SUPERVISION:

This position has no supervisory responsibilities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent in this job. Incumbents are required to perform other related essential and additional functions as assigned. Job functions are not necessarily listed in priority order.

- Perform cashiering services including entering mail, balancing receipts and cash drawer.
- Answer questions and provide information to customers by telephone or in person.
- Assist with invoice and journal entry.
- Assist and backup other finance office personnel as required.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

High School Diploma required and two years of cash receipting experience preferred.

Knowledge of computer systems and their use including Microsoft Office products.

Ability to meet specific deadlines. Ability to be flexible and to manage and prioritize tasks.

Ability to maintain records and prepare reports from such records.

Ability to understand and follow oral and written instructions.

Ability to deal tactfully and effectively with the general public and to convey concise and accurate

explanations of policies, procedures, and requirements.

Ability to interact well with other employees in an office environment. Ability to work as a member of a team and to show courtesy, consideration and respect for others.

Ability to deal tactfully with city employees and department heads on payroll issues.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job during a full duty day or shift. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, employee is required to sit, talk, and hear. Employee is required to walk; use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms.

Employee is required to use cognitive ability to reason, analyze, and verbalize thoughts and ideas.

Employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Employee must be available and present for work as scheduled.

Employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is a typical office environment that requires ability to use and operate a personal computer and peripherals, telephone, photocopy machine, and calculator.

The noise level in the work area is usually moderately quiet.
