

TOWN OF WILSON'S MILLS
JOB DESCRIPTION FOR
ADMIN/FINANCE ASSISTANT

Admin/Finance Assistant: ESSENTIAL FUNCTIONS

- Works under the direction of the Town Administrator.
 - Performs highly responsible and confidential financial and grant functions for various town projects.
 - Answers and transfers phone calls to employees and greets visitors when they arrive for meetings with management or staff.
 - Collection and distribution of incoming and outgoing correspondence for all departments.
 - Performs related work withing the Administration and Finance offices as assigned.
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Admin/Finance Assistant: SPECIFIC DUTIES & RESPONSIBILITIES

- An employee in this class is responsible for several tasks related to administration, finance, grants, and other related duties as assigned.
 - Perform a variety of administrative and governmental finance work of a confidential and complex nature.
 - Respond to phone calls; receive and route complaints to appropriate department or provide resolutions.
 - Retrieve, stamp/date, and distribute all incoming and outgoing mail and packages to appropriate individuals, including project submittals and confidential correspondence to/from all departments.
 - Reconcile all monthly procurement card statements for various departments.
 - Reconcile bi-weekly payroll and PTO records for all departments.
 - Assist with organization of payroll records as assigned.
 - Assist with minimal billing and collections.
 - Assist with application and administration of new and/or ongoing grants.
 - Assist with other accounts receivable and accounts payable duties as directed.
 - Assist as needed with financial record duties during the Town's annual financial audit.
 - Perform any other related duties and responsibilities as required and at the request of the Town Administrator.
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Admin/Finance Assistant: MINIMUM QUALIFICATIONS

Education and Experience:

- Minimum education requirements include a High School Diploma or GED.
- Considerable experience with a minimum of three years of a progressive responsible nature in a Governmental Finance atmosphere.
- Minimum of three years in an administrative support role.
- Proficient knowledge in Microsoft Word, Excel, and Outlook.
- Working knowledge in the ability to perform basic online search and form submittal.
- Working knowledge of general office equipment such as computer, printer, copier, scanner, and fax.

Special Requirements

- Possession of a valid North Carolina Driver's License.
 - Must be bondable in the state of North Carolina.
 - Designation of a North Carolina Notary Public, or ability to obtain within one year.
 - Ability to attend both online and in-person training at the office and/or out of town occasionally.
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SALARY GRADE 14 (Effective July 2024)

SALARY RANGE (Effective January 2024)

\$41,674 – \$62,511 annually

(Actual salary dependent upon qualifications and experience)