

HUMAN RESOURCES DIVISION
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EMPLOYMENT OPPORTUNITIES:

JOB POSTING #: 02-19
POSTED: 02/06/2019, 11:00 a.m.
EXPIRATION: Until filled
TITLE: Administrative Coordinator- Finance (Position Code #1673)
SALARY: \$47,500- \$65,408
DEPARTMENT: Finance
DIVISION: Accounting

GENERAL PURPOSE

Performs duties and assists in confidential matters for the Director of Finance. Handles routine clerical and administrative work. Answers phones, communicates with the public, provides customer assistance, schedules and coordinates appointments and other duties as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the department head by attending and/or presenting at public meetings as required;
Must be able to meet deadlines;
Works under the general supervision of the Director of Finance;
Type's correspondence, forms, memoranda, tables, manuscripts, and other documents from clear copy or rough draft;
Assists in the office operations of the department;
Develops office forms, and assists with administrative tasks involving office procedures;
Answers the telephone and makes proper referrals on departmental matters;
Coordinates and schedules appointments;
Reviews reports to ensure completeness and accuracy;
Operates listed office machines as required;
Composes, types and edits correspondence, reports, memoranda, and other material requiring judgment as to content, accuracy, and completeness;
Distributes daily mail;
Maintain the Finance Department page on the City of Joliet web site;
Maintain calendar of maturity dates for Certificates of Deposits and relationships with local banking institutions;
Coordinate yearly records disposal;
Coordinate the Finance Department's agenda items for the Council Meetings;
Plan and prepare the Agenda for the monthly Finance Committee Meeting;
Prepare and publish the minutes from each meeting;
Assist the City Collector with counting, balancing, and depositing funds;
Process all exceptions to electronic deposits with financial institutions;
Research and recommend purchase of office equipment and time saving devices;
Assist Payroll Analyst with paycheck and W-2 distributions;
Assist Accounting Manager with special projects, monthly reports, and the yearly audit;

Assist the Information Services manager with sorting and distributing of mail, proofing copy for publication, and provide relief coverage for the Information Desk;
Assist the Purchasing Administrator with contract preparations by verifying and completing the Certificate of Finance Director documents.
Other duties as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

Graduation from a high school or GED equivalent with specialized course work in general office practice such as typing, filing, accounting and bookkeeping; and
Two (2) years of increasingly responsible related experience;
Any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

Necessary Knowledge, Skills and Abilities:

Ability to compose documents from source data;
Working knowledge of computers;
Working knowledge of modern office practices and procedures;
Knowledge of accounting principles and practices;
Knowledge of word processing & spreadsheet software such as Word, Excel, etc.
Knowledge of general office terminology, procedures and equipment, and business mathematics and English;

Ability to effectively meet and deal with the public;
Ability to communicate effectively verbally and in writing;
Ability to maintain clerical records and prepare reports from such records;
Ability to understand and follow oral and written directions;
Skills in communication and interpersonal relations to professionally and respectfully interact with coworkers, managers, the public, and government officials to exchange or convey information, both orally and in writing;
Clerical aptitude, good judgment, tact and courtesy.

SPECIAL REQUIREMENTS

Must have a valid State of Illinois motor vehicle operator's license.
A written job related test may be required.

A full job description is available in Human Resources upon request.

EQUAL OPPORTUNITY/REASONABLE ACCOMMODATION EMPLOYER