



TOWN OF WHITE SPRINGS
"On the Banks of Suwannee River"

10/9/2020

Job Title: Administrative Assistant/Cashier

Form of Government: Council / Town Manager

Office Location: Town Hall

Status: Full Time Pay Grade V (Non-Exempt)

Salary Range: \$11.50 - \$16.00

Closing Date: Nov. 6, 2020

Website: www.whitesprings.org

Address: 10363 Bridge St., White Springs, FL 32096

Job Summary: Performs a variety of administrative support and clerical duties. Works under the supervision of the Utility Director or Town Clerk. Must be able to work independently developing work methods and sequences in coordination with the Town Clerk and Town Manager. This job is forward facing to the public. The ideal candidate must demonstrate exceptional customer service skills.

Job Benefits: *Paid vacation, group health, vision, dental plan, 10 paid holidays per year, and employee contribution retirement plan.*

ESSENTIAL JOB FUNCTIONS: The functions listed below are those that represent the majority of the time spent working in this class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs general accounting/booking duties, including preparing daily bank deposits, financial records, completing daily revenue paperwork, approving cash receipts and

preparing bank reports of daily deposits, balancing cash receipts, and reconciling deposit slips.

- Performs general office support work including answering phones and e-mails, assisting the front office, scanning documents, updating logs, processing transactions, making change, and preparing utility work orders.
- Enters data into the automated accounting system to produce accurate reports when required. Prepare and maintain ledgers and reports for archiving and processing of payments and refunds, and for comparative analyses purposes.
- Composes correspondence to include email, memos, letters, applications, notifications, reports, meeting agendas, meeting minutes, board agenda items and forms.
- Proofreads documentation to identify and correct errors.
- Coordinates payroll activities such as ensuring payroll for the assigned area is closed within deadlines. Creates and maintains a variety of databases and spreadsheets to facilitate preparation of a variety of reports.
- Follows-up on a variety of special assignments, projects, and related matters in order to ensure assignments, projects, tasks are completed in a timely manner and/or by established deadline.

MINIMUM QUALIFICATIONS:

Associates of Science (AA) Degree desired. Requires a minimum of two (2) years of technical clerical, administrative or closely related experience with at least (6) six months of bookkeeping and office management support experience (must be clearly documented on application).

LICENSES, CERTIFICATIONS OR REGISTRATIONS:

Valid Florida Driver's License.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Proficient with Microsoft Office 365 Office Professional Suite of applications.
- Skilled at operating electronic recording equipment and transcribing audio to written meeting materials.
- Must be adept at clearly communicating information both verbally and in writing.
- Ability to establish and maintain a professional effective working relationship with associates and to interact with all levels of employees, City officials and the public.
- Ability to exercises sound judgment and discretion in decision-making and all phases of responsibilities.
- Ability to operate basic office equipment, e.g., computer terminals, printers, copy machines, telephone systems, facsimile machines.

- Ability to read, update and maintain various records and files.
- Ability to perform basic mathematical functions.

PHYSICAL ABILITIES REQUIRED TO PERFORM THE ESSENTIAL FUNCTIONS OF THIS JOB:

- Able to perform sedentary work that involves walking or standing some of the time and involves exerting up to 10 pounds of force on a regular and recurring basis or sustained keyboard operations.
- Have good vision and hearing; ability to distinguish basic colors.
- Ability to lift moderate weights of up to 44 pounds.
- Ability to manage frequent stressful situations with the public at large.

Americans with Disabilities Act (ADA) Compliance

Town of White Springs is an Equal Opportunity Employer. The ADA requires White Springs to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with the Professional Standards/Human Rights Section.

White Springs Employee Responsibilities

All employees must serve the public and fellow employees with honesty and integrity in full accord with the letter and spirit of Broward County's Employee Code of Ethics, gift, and conflict of interest policies

Interested applicants should submit applications, resumes and cover letters electronically to the Town of White Springs at clerk@whitespringsfl.us Applications can be downloaded at www.whitesprings.org, filled in, signed, and mailed to:

White Springs Town Hall
Attn: Town Manager
10363 Bridge Street
White Springs, FL 32096

10363 Bridge Street, White Springs, FL 32096
Ph. 386.397.2310 | Fax 386.397.1542 | www.whitesprings.org |