JOB DESCRIPTION

Administrative Services Coordinator

The Administrative Services Coordinator works independently to provide financial, personnel and administrative support functions for the Capital Area Regional Planning Commission (Agency). This position maintains the Agency accounts and finances, prepares financial reports, assists with preparation of annual budgets, maintains personnel and other Agency records, processes payroll, and provides support to the Commission.

COMMITMENT TO EQUITY AND INCLUSION
As an employer, we strive to provide a work environment where diversity and differing opinions are valued, creativity is encouraged, continuous learning and improvement are fostered, teamwork and open/honest communication are encouraged, and meeting customer needs through quality service is a goal shared by all. All employees must be able to demonstrate multicultural competence — the awareness, knowledge, and skills needed to work with others who are culturally different from self in meaningful, relevant, and productive ways. Applicants from traditionally underrepresented populations including women, racial and ethnic minorities, and persons with disabilities are especially encouraged to apply.

Position responsibilities:

- Act as Agency liaison with the Agency’s third-party accounting firm and auditors;
- Facilitate Commission and committee meetings including preparation and distribution of Commission meeting packets, reservation of and set up of meeting rooms, posting of meeting notices on the Agency website and as needed for compliance with public meeting laws, and taking and preparing meeting minutes;
- Maintain Agency staff personnel records, create/draft and update personnel policies and procedures and personnel manual records, answer inquiries on personnel benefits and policies, and perform other personnel duties related to staffing;
- Assist the Agency Director and Deputy Agency Director in the preparation of the annual budget;
- Analyze and interpret varied fiscal and human resource policies, laws, and regulations;
- Compile and prepare monthly financial reports for presentation to the Commission, including the reconciliation of bank statements and budget reports;
- Process and maintain documents and records involving financial transactions in conformance with Uniform Guidance requirements, including preparation of accounts receivable invoices, receipt and recording of accounts receivable payments, preparation of and making bank deposits, maintenance of Local Government Investment Pool funds, and payment of accounts payable;
Job Description: Administrative Services Coordinator

- Act as payroll administrator for the Agency;
- Maintain Agency’s administrative records and record keeping systems including administration of Agency record retention policies;
- Follow, maintain, and recommend changes as needed to administrative and cost control procedure documents;
- Maintain discretion and confidentiality of sensitive information;
- Draft and publish letters, emails, meeting agendas and materials, and memoranda;
- Order shared office supplies and be the primary contact with the management, security, and janitorial companies;
- Answer questions and provide information in reply to Commission, public, and interdepartmental inquiries; and
- Assist Agency Director and Deputy Agency Director with administrative functions as needed.

Minimum Education and Experience Requirements
Any combination equivalent to two years of post-secondary education in a relevant field or an associate degree in accounting, human resources, or a related field, and four or more years of responsible office experience similar to this position; or seven or more years of responsible office experience similar to this position. Knowledge of budgetary practices and processes. Knowledge of accrual accounting systems, and laws and regulations governing fiscal record keeping for local governments, including Uniform Guidance rules. Ability to exercise judgment and discretion in the interpretation and application of complex policies and procedures with regard to personnel rules and regulations. High degree of knowledge of modern office equipment and procedures. Advanced skill in the use of word processing (Microsoft Word), accounting software, spreadsheets (Microsoft Excel), and knowledge of Microsoft Office 365, Microsoft Outlook, website editing software such as WordPress, and the ability to learn and apply new software programs and updates to software programs as needed. Ability to gather information and organize it in an orderly fashion. Ability to prepare minutes of Commission and committee meetings, including summarizing discussions. Ability to carry out assignments requiring organization of materials and development of procedures. Ability to communicate effectively, orally and in writing with people of diverse backgrounds. Ability to take a critical approach toward work methods. Considerable degree of arithmetical skill and accuracy. Ability to provide a high level of customer service to the Commission, Agency staff, other units of government, the public, and others. Ability to simultaneously manage multiple projects of varying degrees of complexity. Knowledge of the functions, organization, procedures, laws involved, and related to the activities of the Commission.

Certifications: None required

Licenses: None required

Salary Range: R-7

FLSA Status: Exempt

Reports to: Executive Director (or in the absence of an Executive Director, the Agency Director)
**Physical Demands**
Must be able to use a laptop or workstation to perform job duties. This person needs to frequently move about to attend meetings inside and outside the office, access files, and operate office machinery, including copiers and printers, telephones, and presentation equipment. Occasionally needs to position self to work on presentations, including under desks (to retrieve supplies) and next to utility tables. The person in this position frequently communicates with other staff, the Commission, and the public who have inquiries about the Commission’s programs and data. Must be able to exchange accurate information in these situations. Occasionally must be able to lift and move office supplies and audio/visual equipment up to 10 pounds in the office and outside the office for various event needs.

**Work Environment**
Work is generally performed within an office environment, with standard office equipment available. Requires attendance at some evening meetings and special events. Ability and means to travel on a flexible schedule as needed; proof of liability and property damage insurance on vehicle used is required. Occasionally exposed to outside weather conditions.

**Disclaimer**
This position description reflects the Agency’s assignment of essential functions; and nothing herein restricts the Agency’s right to assign or reassign duties and responsibilities to this position at any time.