

SPOKANE TRANSIT
POSITION DESCRIPTION
FOR
EXECUTIVE ASSISTANT: FINANCE AND ADMINISTRATION

NATURE OF WORK

Position performs responsible secretarial and general administrative work for the Director of Finance and Administration of Spokane Transit. Work involves verbal and/or written communication with management, labor groups, elected officials, the general public and persons from the business community. Work requires the application of independent judgment based on knowledge of the functions of the Finance and Administration Division and the work preferences of the Director. Work is subject to checks and controls and requires concentrated attention to prevent errors, which if not detected, could result in significant losses of time or money. Work and information handled may, at times, require complete confidentiality and the exercise of discretion. Duties are sedentary in nature, performed under good work conditions.

SUPERVISION RECEIVED

Position responds to and receives general supervision from the Director of Finance and Administration.

ESSENTIAL FUNCTIONS

Act as personal and confidential assistant to the Director of Finance and Administration.

Examples of Duties

Make appointments and keep schedule for the Division Director.

Disseminate to department heads and other responsible staff division policies and procedures promulgated by the Director.

Maintain Director's confidential correspondence and technical files. Provide administrative assistance in support of Director's role in determination, formulation and administration of the fiscal policies of STA.

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Maintain data files for sales tax and workers' compensation claims costs. Coordinate Director's data files and applications for various insurance programs.

Responsible for timely compilation, preparation and management of assigned committee packets, including writing and processing agenda items. Prepare packets and arrange for their distribution to committee or Board members, staff and appropriate individuals. Provide committee or Board meeting items to the Clerk of the Authority for inclusion in monthly Board packets.

Examples of Duties

Responsible for the Citizens Advisory Committee, to include scheduling, agenda items and taking and transcribing minute meetings. Meets one evening a month.

Take and transcribe dictation. Type correspondence, reports and other materials. Independently compose, sign and mail routine correspondence or other documents essential to on-going daily operations.

Proof, edit, and prepare materials (both public and confidential) for presentation to STA Board and committees.

Take and transcribe minutes of committee and staff meetings and maintain meeting records.

Independently meet the public; answer inquiries requiring knowledge of organization policies, procedures and activities, or direct them to proper offices.

Prepare retirement plan withdrawal and loan applications for Director's approval
Perform requested survey work for the Director on financial and performance indicator comparisons and other business operations.

Assist in all administrative matters pertaining to finance, including the maintenance of various accounts; and the accumulation and compilation of data for preparation of financial and operating statements and reports.

Examples of Duties

Plan and arrange own work, follow established procedures, and refer unusual matters to the Director of Finance and Administration.

Attend and participate in senior staff and Executive Assistant meetings.

May instruct new employees in their work or may supervise finance clerical employees.

Assist other Finance Division staff in any assigned project.

Represent Spokane Transit in a professional and positive light to the community.

Provide excellent customer service to all customers both internally and externally.

Display and practice STA's Core Values in the workplace.

MINIMUM REQUIREMENTS

Training and Experience: Five years of progressively more responsible clerical and secretarial work experience. Vocational or business education may be substituted on a year for year basis for up to two years of the required work experience. Note taking skills.

Keyboarding Skills: Ability to keyboard accurately at the minimum rate of 70 words per minute.

Computer Skills: Proficient in the Microsoft environment.

Physical Capabilities: The physical activity of position requires the ability to stoop, reach, finger and talk.

Must be able to hear well enough, with or without correction, to receive detailed information through verbal communication.

Exert up to 10 pounds of force occasionally and/or a negligible amount of force constantly to move objects.

Visual acuity to determine depth and field of vision.

Repetitive motions of wrist, hands and/or fingers.

SELECTION FACTORS

Considerable knowledge of modern office practices, procedures, machines and of business English and arithmetic.

Knowledge of the workings of a Finance Department.

Knowledge of modern office management techniques.

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Ability to learn rapidly the activities, policies and procedures related to the duties and responsibilities of the Director of Finance and Administration.

Ability to keep complex records, compose correspondence and perform routine office management details without referral to the Director.

Ability to establish and maintain good public and employee relations.

Ability to accurately take verbal and/or recorded dictation and to accurately transcribe such dictation.

Ability to attend scheduled off-site, as well as evening meetings as required.

Ability to present neatness, pride, conscientiousness and care in work product.

Ability to deal with accounting and budgeting issues and the sensitive nature of various issues.

WAGE

In accordance with the Spokane Transit Salary and Compensation Policy.