

BENTON COUNTY POSITION DESCRIPTION

CLASSIFICATION			BAND		GRADE		SUBGRADE		FLSA STATUS			
Administrative Specialist 3			B		2		3		Non-Exempt			
POSITION TITLE:		Financial Services Executive Assistant			POSITION#:		501084					
<input type="checkbox"/> New		<input checked="" type="checkbox"/> Revised		Date:	8/27/24							
SERVICE TYPE:				NON-REP CONFIDENTIAL								
					Department:		Financial Services		Supervisor:		Chief Financial Officer	
FTE:	1.0			Employment Status:		Regular Full Time						

Position Summary:

This position will serve as Executive Support staff to the Chief Financial Officer and Deputy Director of Financial Services in helping support the oversight and efficient business operations of the Financial Services Department (FSD). The position will be responsible for providing direct administrative support to the Chief Financial Officer (CFO) by helping to support the implementation of Department goals, objective, strategies, and policies for the overall business and financial operations. In addition, this position will support other teams within the FSD by providing administrative and support services that help the efficient and effective delivery of internal business and financial services. More specifically, the position will help improve operational efficiency and compliance by developing streamlined and process improvement to the general procurement of county goods/services.

Essential Duties:

No.	Major Functional Area (MFA)	% of Time
1	MFA: Executive Support to Chief Financial Officer Essential Duties: <ul style="list-style-type: none"> Performs various administrative tasks for the CFO and Deputy Director including, but not limited to, overseeing the scheduling of business meetings or special events (i.e. community forums, budget committees, advisory groups); coordinating and scheduling virtual and onsite meetings; taking minutes and/or documenting action items based on meeting discussion; and performing miscellaneous administrative tasks as needed (i.e. copying, travel expense sheets, purchasing, etc.). Prepares travel expense sheets and purchase/contract requests on behalf of CFO Reviews a variety of reports and documents to ensure readability and correctness. Conducts research on best practices or business processes that help create efficiency and effectiveness in administrative or project management duties. Supports and coordinates ongoing communication, both internal and external, related to business process changes, project updates, and general correspondence. Includes drafting correspondences and communications for review. Coordinates the design and production of various reports, documents, and presentations in which FSD is responsible. Includes, but is not limited to, periodic BOC presentations; annual financial statements; biennial budgets; or specific project analysis or updates. Serves as the webmaster for the FSD internal and external webpage and assists in making sure all information is up to date, relevant and professional. 	60%
2	MFA: General Office Support Essential Duties: <ul style="list-style-type: none"> Works with all teams in FSD to coordinate committee and/or business meetings. Coordinates all staff meetings. Responsible for Financial Services Department office supply order. 	20%

	<ul style="list-style-type: none"> • Supports the organization and maintenance of the Department's filing system, including the electronic directory. Ensures compliance with all archiving rules and regulations. • Creates requisitions, performs outreach, coordination (including entry of Personnel Actions) & scheduling for personnel recruitments in Financial Services. • Ensures onboarding for new employees is coordinated with all parties involved • Provides back up support to Property Tax Collection Team in managing front desk reception and as necessary, responding to phone calls. • Completes basic data entry for FSD Department staff. • Reviews Department policies to ensure they are periodically reviewed and updated by management and/or appropriate staff. • Provides back up support to Mail room clerk as necessary. 	
	MFA: Special Project Assignments Essential Duties: <ul style="list-style-type: none"> • Works on a variety of special assignments designed to improve overall customer service, communication, efficiency, and internal control for county administrative tasks including, but not limited to the streamlining and coordination of the purchasing of county general goods/services, administration and control of county delegated signature authorization, tracking and reporting of key county revenue sources. • Research best practices in managing administrative functions and recommends and implements as needed. • Participates with management team in moving critical business change and improvement forward. 	20%
	Other Duties as Assigned	
Percentages should total 100%		100%

Special Requirements:

Candidates with the following knowledge, skills, and abilities are preferred.

- Extensive experience with using a variety of software products, particularly those in the Microsoft Suite – Excel, PowerPoint, Outlook, and Word.
- Excellent organizational and communication skills.
- Experience with website management and ability to effectively post and organize material in a professional manner.
- Good skills in business writing and report preparation methods.
- Communicate clearly verbally and in writing.
- Demonstrate a high attention to detail.

Physical Demands:

While performing the duties of this job, the employee is frequently required to use hands to finger, handle or feel; talk; or hear. The employee is occasionally required to stand; walk; sit; reach with hands and arms; and stoop; kneel; or crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and ability to adjust focus.

Work Environment

The employee works in well-lighted, clean environments. The noise level in the work environment is quiet to moderate. **Check the following that applies to this position:** The employee may occasionally: ☒ work with angry or

hostile clients or members of the public, ☐ work with toxic substances and biohazards, and ☐ exposure to infectious illnesses.

Emergency Preparedness

Benton County is committed to emergency preparedness planning and implementation and disaster recovery. In the case of a Health Department, County, State, Federal or other emergency or disaster, this position may be called upon to assist in responding. This may require the assignment of additional responsibilities, depending on the circumstances.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Employee: _____ Date: _____

Immediate Supervisor: _____ Date: _____