

## **Administrative Assistant**

The Administrative Assistant is a civilian employee who is responsible for complex bookkeeping and the financial transactions that occur within the agency. Duties include, but are not limited to:

- Maintaining a complete set of accounts, including journals, general and other ledger accounts
- Processing payroll, purchasing supplies and equipment
- Providing work direction to employees to ensure that their work assignments are completed efficiently, accurately and in a timely manner
- Preparing appropriation allotment accounts and reports, comparing expenditures against budgets, making adjustments, closing and balancing accounts
- Verifying, analyzing and reconciling accounts and inventory records, reconciling bank statements, auditing sales and other tax reports
- Preparing recurring financial reports, which include significant financial analysis and recommendations for action
- Maintaining daily records and reports

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