

Beaverhead County

Commission Support Specialist Job Description

The County is an equal opportunity employer. The County shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.

This job description is intended to reflect core areas of responsibility and an employee's knowledge and skill set needed to complete those functions. This document is not intended to catalog each individual duty; employees are routinely called upon to address emerging employer requirements in alignment with individual work units and assignments of jobs. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer change.

Job Title: Commission Support Specialist

FLSA Status: Non-Exempt

Reports to: County Commissioners

Work Unit Overview: All County departments must maintain an open and customer service-oriented environment, cooperate with other County departments and governmental entities, and keep accurate and timely records and information.

Job Summary: The Commission Support Specialist performs a variety of technical and administrative tasks in support of Commission goals and functions, including, but not limited to, preparing correspondence, taking meeting minutes, County accounting and budgeting, asset management, Notary Public, and assisting the Commission with special projects.

Major Duties and Responsibilities: The following highlights essential job functions, but is not an all-inclusive of all duties that the employee may perform.

Administrative:

- Perform routine, yet accurate and complete, clerical work, such as composing and/or editing a variety of correspondence, reports, letters, and other necessary materials for County business.
- Perform customer service duties, including screening and referring correspondence, telephone calls, and visitors, independently scheduling conferences, conference calls, travel plans, and meetings or appointments for the Commission, and historical research.
- Answer a variety of questions related to Beaverhead County functions, procedures, and regulations. Respond to inquiries for complaints that do not need policy interpretation or expertise.
- Handle requests for information appropriately, and use judgment in handling sensitive information by adhering to Commission rules of confidentiality.
- Maintain calendars and set up appointments for Commissioners. Confirm or reschedule appointments, notify appropriate persons and interested parties of rescheduled appointments, anticipate the need of reference materials for the meeting, and assemble materials for meeting use. Brief the Commissioners of the nature of appointments prior to their scheduled meetings.

- Perform routine administrative work by keeping official records, providing support to the Commissioners, and assisting in the administration of standard operating procedures. Act as custodian of Commission documents and records.
- Act as an administrative secretary to one or more commissions and/or boards. Duties include scheduling and arranging for rooms and equipment, preparing and distributing agendas, taking and preparing meeting minutes from recording devices or hand-written notes, distributing minutes to appropriate persons, and typing public announcements.

Financial:

- Maintain bookkeeping records, monitor balances, and perform account reconciliations in accordance with Generally Accepted Accounting Principles (GAAP) and the law.
- Classify, record, and summarize numerical and financial documentation using accounting software. Maintain general and subsidiary ledgers and journals, post debits and credits, and record receipts and balances within the accounting software.
- Proofread, verify, and sort daily transmittal reports and receipts for goods/services provided to or by the County. Receive, record, and bank cash, checks, and vouchers.
- Review, process, and file claims submitted to the County for payment according to established County billing and accounts receivable procedures and laws. Ensure appropriate information and back-up documentation are included in accounting software.
- Provide Department Heads with financial information, such as budget, revenue, and cash documentation, to support their departments and boards. Review all financial transactions submitted by Department Heads to ensure they are charged to the appropriate account and/or within budget.
- Maintain copies and working knowledge of County vendor contracts for goods and services to ensure payments are in accordance with the contract terms. Maintain and update vendor files to ensure all accounts payable activities are performed promptly.
- Process and submit 1099s to vendors and state/federal revenue agencies at the end of each calendar year.
- Work with the Commissioners and Department Heads to develop annual budgets for each department within the County for the fiscal year.
- Provide fiscal year accounting information to the auditor to support annual audits. Submit annual audit, fiscal budget, and financial statements to the Internal Revenue Service (IRS) and Montana Department of Administration.
- Provide assistance to the public as needed to assist County staff and customers. Handle sensitive information by adhering to Commission rules of confidentiality.
- Manage filing systems according to managerial requests, functional use, or administrative guidelines.

Other Duties and Responsibilities:

- Attend workshops, seminars, and educational sessions to keep updated on changes in assigned area of departmental responsibility.
- Research, organize, and coordinate a variety of special reports, summaries, and related materials.
- Work with Department Heads and Commissioners to identify assets and input/update asset information in fixed asset inventory.

- Perform other duties as assigned, including but not limited to, managing special projects, attending meetings and conferences, providing support for other staff, participating in training, etc.

Physical Demands and Working Conditions: The demands and conditions described here are representative of those the employee must meet to perform the essential functions of the job.

- Work occurs in a County office, and the constant use of a keyboard and mouse is required.
- Frequently required to sit, talk, write, listen, and read.
- May infrequently be required to stand, walk, climb, balance, stoop, kneel, crouch or crawl, and reach with hands and arms.
- Specific vision abilities required include close vision, distance vision, peripheral vision, and depth perception.
- Infrequently required to lift and/or move up to 40 pounds.
- The noise level of the office is usually moderate.
- May involve occasional travel by auto to attend meetings with community partners.
- Subject to frequent interruptions, sometimes from emotionally charged members of the public.

Knowledge, Skills, and Abilities:

- The job requires the knowledge and ability to operate general office equipment, including computers and software applications, and create spreadsheets and basic graphic presentations.
- This job requires knowledge of accounting and bookkeeping methods and techniques for accounts receivable and payable, while adhering to the organization and operation of County government and office practices and procedures.
- The job requires the knowledge and ability to effectively accomplish time sensitive duties while unsupervised, such as accounting, budgeting, and contracting.
- The job requires the ability to effectively meet and work with the public, establish and maintain working relationships, communicate effectively, verbally and in writing, to the general public and other County employees, handle stressful situations, and work extra hours as required.
- This job requires the ability to read and interpret documents such as balance sheets, invoices, and correspondence, compose routine reports and correspondence, use independent judgment to solve problems, and respect the confidentiality of information related to accounting duties.
- The position must learn to interpret and apply well-defined administrative rules, regulations, and policies to determine how to take care of problems and issues on the spot.

Education and Experience: The job requires a high school diploma, or GED equivalent, with specialized course work in general office practices, such as typing, filing, accounting and bookkeeping, and two (2) years of increasingly responsible related experience.