

**ADMINISTRATIVE ASSISTANT – FACILITIES MANAGEMENT****NATURE OF WORK**

This is responsible administrative and supervisory work in providing administrative support services for the Department of Facilities Management.

The employee of this class is responsible for co-ordinating the day-to-day support activities of the Administration Office. Work involves providing assistance in budget compilation, the preparation of standard and special financial and related reports, the analyzing and reviewing of departmental administrative procedures and recommending of procedural revisions and providing departmental support on special projects, as required. The employee of this class has considerable contact with University officials, Section Managers and staff. Supervision is exercised over clerical staff. Work is performed with considerable independence under the direction of an administrative superior and is reviewed through discussion, observation of results obtained and review of reports.

**ILLUSTRATIVE EXAMPLES OF WORK**

Oversees the efficient and accurate maintenance of financial records; ensures that corrective action is taken regarding errors detected on computerized statements; prepares journal entries to transfer funds.

Assists in the evaluation of budget requests and the preparation of final budget submission; evaluates interim fiscal levels to determine trends or relationships; prepares monthly billings for maintenance and security services.

Prepares and analyzes standard and special financial reports; identifies and determines explanations for discrepancies between budgeted versus actual revenues and expenditures.

Conducts review of administrative processing procedures; prepares flowcharts and related data; analyzes information and prepares recommendation regarding procedures, work flow, assignment allocations and related areas.

Provides assistance to various Section Managers within Facilities Management; provides information regarding administrative policy and appropriate processing procedures; conducts special projects.

Organizes, schedules and supervises the work of a group of clerical subordinates engaged in a variety of activities related to various financial document processing and reconciliation; participates in the interviewing of applicants; provides training; assigns work and sets priorities; reviews completed work; evaluates work performance and recommends confirmation.

Conducts departmental audits of cash and inventory operations; reviews findings with immediate supervisor and prepares report; discusses problem areas with Section Manager; obtains explanation of unusual findings; prepares summary of audit results and conclusions.

Develops and maintains departmental administrative procedures manuals, as required.

Performs related work as required.

## **REQUIREMENTS OF WORK**

Experience in an administrative capacity and preferably including some experience in the application of computerized office procedures; graduation with a degree from a four year college or university with major course work in business or related area; or any equivalent combination of experience and training which provides the following knowledge, abilities and skills:

Knowledge of management principles, concepts and techniques and their practical application.

Knowledge of University's Banner accounting system, policies, organization rules, regulations and procedures.

Knowledge of accounting principles and practices.

Knowledge of the principles and practices of office management and supervision.

Knowledge of the University's personnel rules, regulations and policies.

Knowledge of the application of computerized office procedures.

Ability to plan, assign and co-ordinate the work of clerical staff.

Ability to use independent judgment in making decisions.

Ability to maintain complex records.

Ability to examine and verify financial documents and reports.

Ability to prepare a variety of regular and special financial and statistical reports and analyses and detailed studies.

Ability to establish and maintain effective working relationships with University officials, Section Managers and staff.

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