



JOB DESCRIPTION ADMINISTRATIVE ASSISTANT

DEPARTMENT: Clerk-Treasurer
SUPERVISED BY: Clerk-Treasurer
SUPERVISES: None
BARGAINING UNIT: None
FLSA STATUS: Non-Exempt
POSITION STATUS: Full-Time or Part-Time

General Summary:

The Administrative Assistant works under the general supervision of the Clerk-Treasurer and is responsible for a wide range of accounting and administrative duties. Key responsibilities include quarterly utility billing, cemetery lot sales, receiving and processing payments, preparing cash and check deposits, and generating reports using various BS&A software platforms. This role also handles accounts payable and receivable, payroll processing, purchase orders, and provides support with the GoGov Permitting system. Additionally, the Administrative Assistant assists customers at the front counter and performs administrative support for the Public Works Department. The position also includes oversight of certain office coordination functions, such as maintaining office equipment and managing supplies.

Essential Job Functions:

An employee in this position may be called upon to do any or all of the following essential functions. These examples do not include all of the duties which the employee may be expected to perform. To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

1. Mail/Postage Machine:
 - Receive, sort and distribute mail daily
 - Check postage machine weekly for sealing fluid, postage available, & tapes
 - Refill postage available when necessary; keep NeoPost account current
 - Be certain postage rates are updated when necessary
 - Change ink when necessary

2. Cemetery Operations:
 - Coordinate burials between funeral homes and Public Works Department
 - Sell lots and create record in Cemetery Management software
 - Assist lot owners with problems/questions
 - Assist individuals searching for graves in Evergreen & East Lawn cemeteries
 - Take orders for marker foundations; collect payment; coordinate installation of foundations with DPW
 - Keep record of burials in Cemetery Management software
 - Prepare annual report of burials and lot sales



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3. Parks:
 - Print park passes each year and handle sales of park passes
 - Prepare annual report of park passes
 - Coordinate park issues with DPW
 - Process reservations for park facilities
4. Public Works Department Assistance:
 - Create, distribute, and catalogue work orders for Public Works Department
 - Provide general administrative assistance to Public Works Department as needed
 - Create purchase orders at the discretion of the Public Works Department as needed
5. Accounts Payable:
 - Collect and organize invoices as they arrive
 - Obtain approval and accounts for invoices from department heads
 - Enter invoices in Accounts Payable system; generate journal and Open Invoice Report for Council agenda
6. Accounts Receivable:
 - Create invoices for vendors/customers
 - Manage invoices to ensure payment is made from vendors/customers
7. Payroll Processing:
 - Responsible for processing employee payroll, including time tracking, wage calculation, tax withholdings, and benefit deductions
 - Prepares payroll reports, maintains accurate records, ensures compliance with federal and state regulations, and addresses employee payroll inquiries.
 - Prepares Quarterly State and Federal reporting requirements
8. Rubbish Collection Services Assistance:
 - Answer questions and take complaints from residents with regard to service
 - Act as liaison between Village and garbage company
 - Keep informational brochures stocked in lobby
 - Order recycle bins when needed
9. GoGov Permitting
 - Assist in print/filing of permits
 - Recording of payments for permits
 - Answer questions relating to application process/permitting
10. Utility Billing
 - Generate and process utility bills
 - Manage customer accounts
 - Post payments
 - Handle billing inquiries
 - Ensure accurate meter data and timely collections
11. Performs any other administrative tasks as required or as directed by the Clerk-Treasurer or Village Manager.



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Physical Demands and Work Environment:

The physical demands and work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to be able to complete the following physical requirements:

1. Regularly required to use hands to finger, handle, or feel.
2. Frequently required to talk or hear, walk, sit, stand, and reach with hands and arms.
3. Frequently required to use close vision and adjust eyesight focus.
4. Occasionally required to stoop, kneel, crouch, crawl, or travel to other locations.
5. Occasionally required to lift and/or move up to 20 pounds.

While performing the duties of this job, the employee will be exposed to the following working conditions and environmental factors:

1. Frequently exposed to typical business office environmental conditions.
2. Occasionally exposed to moderate noise.
3. Occasionally exposed to inclement weather, including rain, snow, sleet, ice, and wind when traveling.
4. Approved: 00/00/2025