

Date posted: December 7, 2012

**Employment Opportunity  
Internal/External Posting**

**Sr. Administrative Assistant – Finance  
Full-Time**

**Job Description**

This position provides complex administrative support duties such as answering telephone calls, scheduling meetings, maintaining calendars, typing, copying, collating, assembling, filing, creating, maintaining, and distributing office documents, and various other miscellaneous duties. This position will compile data, run reports and maintain department policies and procedures manual and the departmental calendar. This position will assist with the preparation of the city's annual budget and coordinate the posting of information on the internal and external website. Will also perform miscellaneous tasks assigned by the Finance Director and Assistant Finance Director, to include research projects, preparing PowerPoint presentations, and taking meeting minutes (occasionally during evening meetings). This position involves considerable independent judgment and may involve supervision of other clerical staff.

**Requirements**

An Associate's degree is required, preferably with an emphasis on accounting, finance, business administration, public administration, or related subjects. Minimum of three (3) years administrative experience of a progressively responsible and difficult nature and working knowledge of current office procedures and practices gained through experience and training is required. Excellent oral and written communication skills are needed, including the ability to write reports and correspondence, read and interpret complex documents and procedure manuals, and speak professionally and effectively with customers, employees, and elected officials. Proficient computer skills are essential, including e-mail, internet/web, electronic record keeping, database activities, Windows, Word, Excel, PowerPoint, Lotus Notes and other software programs (Access a plus). Must possess the ability to maintain strict confidentiality and to prioritize, organize, and delegate assignments.

**Salary**

Starting pay is \$21.59/hr. Offer will be commensurate with experience. Excellent benefit package provided.

**Apply on line at [www.stcharlesil.gov](http://www.stcharlesil.gov) by January 1, 2013.**

Please complete the on-line employment application – must include salary history. Resumes should be attached in the on-line application. Any additional documents can be sent to [hr@stcharlesil.gov](mailto:hr@stcharlesil.gov).

The City of St. Charles is an Equal Opportunity Employer.