



## ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### DUTIES:

1. Set up and maintain vendor files.
2. Set up vendors for 1099's.
3. Audit and maintain numerical checks issued.
4. Audit and maintain qualified signatures on checks.
5. Enter expense invoices.
6. Audit and maintain expense journals and ledgers for balancing.
7. Print disbursement checks for township board meeting.
8. Print board meeting reports for expenses and payroll.
9. Enter expenses and payroll.
10. File bills that have been approved by the township board.
11. Keep the Clerk apprised of all duties performed in this position.
12. Keep the Treasurer apprised of all duties performed in this position.
13. Enter new and maintain employee records in BS&A Accounting program.
  - W-4
  - MI W-4
  - I-9
14. Process New Hire Report within 30 days of every new hire.
15. Set up and maintain all court action for garnishments, payroll deductions, etc.
16. Audit timecards.
17. Confirming hour calculations
18. Vacation and paid leave hours used
19. Prepare and electronically submit Federal, Social Security and Medicare withholdings after each payroll.
20. Prepare and electronically submit each month State withholding.
21. Prepare and electronically submit each quarter MI Unemployment and detail wage report.
22. Prepare and electronically submit all quarterly withholding forms.
23. Calculate yearly withholding records for year-end settlement with Federal, Social Security, Medicare, State and Unemployment.
24. Removal of terminated employee's and place in inactive file.
25. New employee orientation – withholding, vacation and paid leave.
26. Reconcile end of year payroll (January – December).
27. Process W2's and 1099's from BS&A for year end.
28. Enter all fixed assets into Excel spread sheet.
29. Maintain and enter new township inventory for all locations owned by township.
30. Take physical inventory every three (3) years.
31. Supply all township records and be available for yearly audit.

32. Supply information needed for Supervisor's annual budget.
33. Storage of all financial records for seven (7) years.
34. Perform any other tasks requested by the Township Board.
35. Design and maintain all forms needed for Clerk, Treasurer and Financial Processor.
36. Prepare BS&A reports for expenses and payroll for every Township Board meeting.
37. Oversee Cemetery. Assists with information, sales and billing associated with cemetery lots, foundations orders and information for preparation of rites to burial.
38. Composes routine correspondence and memoranda in accordance with instructions.
39. Collects, sorts, batches, alphabetizes, codes, and/or places in numerical order various documents for filing, storage, or processing.
40. Organizes, maintains, and/or purges files, documents, and/or logs under the guidance of State of Michigan Retention Schedule.
41. Handles and processes mail.
42. Retrieves and compiles data and prepares reports.
43. Operates standard office equipment.
44. Accepts payments and provides receipts for park rentals, photocopy sales, Notary Service, etc.
45. Sales of assessment cards, information, forms and requirements for land divisions.
46. Provides typing assistance to the Township Board, Zoning/Blight and Water Department.
47. Handles permit process for parades.
48. Assist in daily operations, greeting the public, answering telephone and taking messages.
49. Assists with preparation of information for board meetings under the direction of the township clerk.
50. Must adhere to confidentiality practices of Briley Township.
51. Must present a professional appearance.
52. Performs all other duties as assigned by the Township Board, Supervisor, Clerk, Treasurer or Trustee's.

**JOB QUALIFICATIONS:**

1. Knowledge of general office practices.
2. Knowledge of filing and general record keeping.
3. Knowledge of basic mathematics and ability to perform basic calculations.
4. Knowledge of correct English usage and grammar.
5. Ability to compare data from a variety of sources for accuracy, completeness, grammar, and format.
6. Ability to collect, alphabetize, code, numerically rank, sort, and batch documents.
7. Ability to prepare and/or process financial documents.
8. Ability to determine work priorities.
9. Ability to make decisions and take appropriate actions.
10. Ability to meet schedules and deadlines.
11. Ability to communicate effectively.
12. Ability to compose routine correspondence and reports.
13. Ability to operate standard office equipment.
14. Knowledge and efficiency in Microsoft Office programs.