

City of Chelsea

Position Description

JOB TITLE: Management Assistant – Registration and Billing*

DEPARTMENT: Health and Human Services

DIVISION: Recreation and Cultural Affairs

HOURLY RATE OF PAY: \$19.61/hour

*This is currently a part time position with benefits

SUMMARY STATEMENT OF DUTIES

Under general supervision, performs clerical record-keeping duties including collection of individual and organizations fees, verification of registration payments and receipts, preparation and data entry, preparation of deposit and petty cash slips, maintenance of materials and supplies inventory records. The Management Assistant in Registration and Billing is responsible for keeping account records and following financial procedures, as well as producing accurate and timely reports.

ESSENTIAL JOB FUNCTIONS AND DUTIES

Record Keeping and Reporting

- Monitor community use agreements for designated City facilities as well as financial transactions, course registration proceeds and the Cultural Council grants records.
- Prepare, analyze and present financial reports for the Division Director in an accurate and timely manner.
- Update and implement Division's business policies and proper accounting practices.
- Perform clerical record-keeping duties, including collection of individual and organizations fees, verification of registration payments and receipts, preparation of deposit and petty cash slips, maintenance of materials and supplies inventory records.
- Maintain accurate and timely account records and reports, and follow established financial procedures.
- Perform accurate and timely data entry into applicable software programs, including Microsoft Office Suite.

Partnerships and Compliance

- Participate in regular meetings with the Director of Recreation and Cultural Affairs to monitor progress in the implementation of goals and objectives and compliance with city's established policies and procedures.
- Works and collaborates with Health and Human Services Business Manager and in compliance with City of Chelsea business transactions and financial procedures.
- Support and engage with staff, Advisory Board members and Cultural Council in business procedures planning and development.

QUALIFICATIONS

Education/Experience

- Associate Degree or Bachelor's Degree in accounting, business administration with 3-5 years of work experience in this field and/or demonstrated quality work and experience.

Skills, Knowledge, Abilities

- Knowledge of billing and collections procedures, strong attention to detail, and goal oriented.
- Previous responsibility for the quality and content of all financial data reporting either for a division or a significant program area.
- Technology use experience, including Microsoft Office Suite with knowledge of accounting and reporting software.
- Strong oral and written communication skills.
- Personal qualities of integrity, credibility, and dedication to the mission of the *Recreation and Cultural Affairs Division*.

SUPERVISION

- Supervision Given: None
- Supervision Received: Recreation and Cultural Affairs Division/Community Schools Director

August 2016 (LP/DC)