



City of Warwick
PROMOTIONAL/EMPLOYMENT OPPORTUNITY

Vacancy No.: 299-1

Title of Position: Administrative Assistant - Finance
Vacancy exists in the Finance Department

Salary Range: \$42,000 - \$50,000

Date Posted: October 26, 2015

Deadline for Applying: November 6 2015

**Employment applications are available – www.warwickri.gov or
City of Warwick Personnel Department, 3275 Post Road, Warwick RI 02886, 401-738-2000 x 6247
or e-mail resume to Patricia.L.Channell@warwickri.com**

Remarks: This is a Classified/Exempt Position
Examination Weights: 100% Education & Experience

Statement of Duties: Under the general supervision of the Finance Director will provide administrative support to the Finance and Treasury Departments. Duties and responsibilities will include but are not limited to: performing secretarial services including word processing and spreadsheets; reading and routing incoming mail; locating and attaching appropriate file to correspondence to be answered; composing and typing routine correspondence and compiling reports; preparing outgoing mail and correspondence, including e-mails and faxes; answering telephone and giving information to callers or routing calls to appropriate officials and placing outgoing calls; making copies of correspondence or other printed materials; maintaining and organizing files and databases for correspondence and city contracts; ordering and maintaining supplies, and arranging for equipment maintenance; reviewing and approving requisition funding availability, checking Finance Committee dockets for code accuracy and funding availability; assisting the Finance Director in organizing and assembling the annual budget; assisting in accounting functions such as preparing and entering journal entries; maintaining listing and documentation of lease purchase equipment submitting reimbursement requests; primary contact with City's liability insurance carrier; processing and maintaining data base on city claims, accident information and legal claims; coordinating the City's claims and maintaining a file for vehicle titles; maintaining spreadsheets on healthcare expenditures and preparing wires for payment; working on special projects as needed; and performing related work as required.

Education & Experience: Applicant must have graduated from standard high school or GED equivalent, with a one year certificate from college or technical school with course work in general office, word processing, accounting and bookkeeping; supplemented with three to five years of work related experience. Associate's degree in accounting or related field is preferred but not required; or any equivalent combination of education and experience. Applicant must have excellent communication skills both written and verbal and be knowledgeable with Microsoft Word, Excel, Access and MUNIS. A BCI check is required; **Negative findings may prevent applicants from being considered.**

T.D.D.: 739-9150 Telecommunications Device for the Deaf