

Administrative Assistant

Preferred Qualifications

- 1–3 years of experience in administrative support / office management.
- Experience working in a township or municipal government office is preferred.
- Experience with Sage Business Works / QuickBooks is preferred.
- Starting at \$19.00hr. based on experience.

Position Summary

The Administrative assistant is responsible for overseeing the daily administrative operations of the Township office while providing confidential support to the Administrator / Township Supervisor. This position manages office administration, bookkeeping, payroll, human resources, vendor coordination, and office communications to ensure efficient and effective operations. The Administrative assistant serves as a key resource for staff, residents, and outside agencies while maintaining the highest level of professionalism and confidentiality.

Essential Responsibilities

Administrative Assistant

- Provide confidential administrative support to the Administrator / Township Supervisor.
- Manage daily office operations and administrative processes.
- Order and maintain office supplies and equipment.
- Maintain sensitive and confidential records and files.
- Coordinate office schedules and administrative activities.
- Update and maintain the Township marquee and other public information displays.
- Assist with Freedom of Information Act (FOIA) requests.
- Coordinate community outreach and marketing efforts.
- Research information, prepare reports, and analyze data.
- Coordinate Notary Public and Deputy Registrar training.
- Perform other duties as assigned.

Accounting & Financial Administration

- Perform general accounting and bookkeeping functions.
- Process payroll accurately and on schedule.
- Assist with annual budget preparation and financial reporting.
- Maintain accurate financial records using Sage BusinessWorks and/or QuickBooks.
- Work with vendors and process invoices and payments.

Human Resources

- Coordinate employee health insurance enrollment and serve as the liaison with insurance providers and other third-party vendors.
- Process new hire onboarding, benefit enrollments, and employee changes.
- Maintain confidential personnel files and HR records.
- Assist with other human resources functions as assigned.

Knowledge, Skills, and Abilities

- Exceptional organizational skills with strong attention to detail, accuracy, and dependability, strong written and verbal communication skills
- Strong time management skills with the ability to adapt to changing priorities and frequent interruptions with the ability to work independently.
- Ability to establish and maintain effective working relationships with elected officials, employees, residents, vendors, and outside agencies.
- Demonstrated commitment to providing outstanding customer service with professionalism, tact, discretion, and diplomacy.
- Knowledge of business correspondence, report preparation, and professional communication standards.
- Knowledge of office procedures, records management, telephone systems, and records retention requirements.
- Proficiency in Microsoft Office Products with the ability to quickly learn Township-specific software applications.
- Knowledge of accounting software, including Sage BusinessWorks and/or QuickBooks, is preferred.
- Ability to maintain confidentiality and exercise sound judgment when handling sensitive information.