



CITY OF HOUSTON
P.O. Box 940027
Houston, Alaska 99694
(907) 892-6869 Phone (907) 892-7677 Fax

JOB ANNOUNCEMENT
Administration
Administrative Aide

The City of Houston is currently recruiting applicants for an Administrative Aide/Finance. This position begins as part time, hourly without benefits.

- 30-day evaluation
- Potential for fulltime with benefits; full coverage insurance, Retirement

If you are interested and meet the qualifications for this position as listed in the job description, please submit a completed application packet consisting of the following:

- City of Houston Employment Application
- City of Houston Background Release Form
- Cover Letter
- Resume
- Candidates must have a high school diploma, GED or equivalent
- Valid State of Alaska Driver's License
- The job position is posted on the City website at www.houston-ak.gov.
- Job Description Attached

Submit your **completed application, background investigation form and any other materials** to the: City of Houston, Attn: Human Resources, PO Box 940027, Houston, AK 99694 or fax to 907-892-7677. Should accommodations be needed to receive or complete the application, please call 907-892-6869 or email sschug@houston-ak.gov.

OPENING DATE: September 23, 2021

CLOSING DATE: Open until filled

HOURLY: \$18-\$25, DOE

The City of Houston is a drug free workplace and an Affirmative Action Equal Employment Opportunity employer. Applicants must be eligible for employment under the Immigration Reform and Control Act as of 1986 and subsequent amendments.

Job Description
Administrative Aide

Job Title	Administrative Aide	Department	Administration
Reports To	Treasurer	Finance	_____ hrs. per week
FLSA Classification	Non-Exempt	Effective Date	
City Classification	<input type="checkbox"/> Classified	<input type="checkbox"/> Full-Time	<input type="checkbox"/> Part-Time

Summary:

Under the general direction of the Treasurer, administers the financial affairs of the City. Responsible for accounting, auditing, records retention, and Treasurer management support.

Scope and Accountability /Supervisory Responsibility

This position receives direct Supervision from the Treasurer. This position provides supervision except on special circumstances as authorized by the Treasurer.

Reasonable Accommodations:

To perform this job successfully, an individual must be able to perform each essential duty and physical demand satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

The responsibilities listed below are illustrative of the various types of duties that may be performed with reasonable accommodations.

- Supports Payroll entry and Purchasing/Billing.
- Certify all appropriations encumbrances as to availability of appropriation balances and funds.
- Develops and maintains annual City budgeting process.
- Completes and files financial reports to local, State and Federal agencies. Prepares periodic, quarterly and annual reports on the City's financial status.
- Administers sales tax.
- Develops and implements departmental policies and procedures consistent with City code, operational efficiency measures and/or departmental requests.
- Record Liaison, for Records Retention.
- Manages the general liability and insurance coverage of all City property and equipment.
- Enters a variety of data and information into various computer programs.
- Operates a variety of office equipment including multi-line telephones, computers, copy machines and facsimile machines.
- Inputs and retrieves data and text.
- Communicates regularly with Finance Director/Treasurer, Clerk's Office and other city personnel.

Notices, Knowledge, Skills, and Abilities:

- Knowledge of HMC Title 4 Revenue and Finance and all activities pertaining to this position shall be in accordance with that title.
- Manage automated data processing for all departments, as directed by Treasurer.
- Working knowledge of a variety of software applications and computer skills to include but not limited to Microsoft Excel/Banyon or similar financial programs and Outlook.
- Knowledge of business English, spelling, punctuation and grammar.
- Ability to communicate effectively and express ideas clearly and concisely both in verbal and written communication.

- Perform mathematical computations and simple accounting tasks.
- Compile and collect data.
- Maintain effective working relationships.
- Must represent the city in a professional, impartial manner.
- Must be self-motivated.
- Maintain mental capacity that permits making sound judgments regarding work and have regular attendance.
- Must also pass post-offer drug testing and criminal background checks.

Treasurer Absence

- Be in charge of and responsible for all City funds.
- The Treasurer must keep a complete account of money received and spent by the city.
- Ensure that City bills are paid in a timely manner and inform the City Council of the financial condition of the City.
- Be responsible for ensuring that only authorized funds are spent and be in charge of all financial records (ledger books, check registers, checkbooks and other financial records).
- Be responsible for filling out necessary applications and forms, including required reports, for the state, federal and borough funds.
- Administer all payroll functions, including paying payroll taxes and preparing quarterly tax returns;
- Process all purchasing information and accounts payable.
- The Treasurer is expected to attend and/or participate in workshops and meetings of the City Council.

Experience and/or Education:

- High school diploma, GED or equivalent.
- Three years of experience in related field required, preferably in the area of Municipal Government.

Physical Demands:

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk; use hands to finger, handle, or feel and reach. A majority of the time the employee in this position will be sitting; however, the employee is occasionally required to climb, stoop, kneel, crouch, or crawl and use stairs. The employee must be able to regularly lift and/or move up to 25 pounds.

Work Environment:

Work is performed in a small office setting in a busy environment with frequent interruptions and time sensitive deadlines. The noise level in the office will normally be quiet to moderately noisy due to office equipment, telephones, and other employees or members of the public with business in the office.

Department Head: Sally Schug Date: 9-22-21
 Personnel Officer: Sally Schug Date: 9-22-21
 Mayor: Ugii Thompson Date: 9/22/21