

## **Office Coordinator**

*All resumes must be received by 5:00pm, Friday, June 10, 2011*

**Salary Range \$22,000-\$32,000 annually**

### **Minimum Requirements:**

A bachelor's degree in accounting or business administration and two years experience in government accounting, accounts payable, or bookkeeping. Directly related work experience may be substituted for the formal education on a year for year basis. Ability to type 50 words per minute and perform satisfactorily on data entry test. QuickBooks experience is preferred.

### **Primary Purpose**

Performs responsible and complex administrative and financial duties as well as routine office management functions.

### **Supervision**

Under direct supervision.

### **Knowledge**

Modern office practices and procedures; accurate grammar, spelling, punctuation, sentence structure, and Standard English usage; business correspondence formats; record keeping and filing system methods; computer software applications, basic math skills for budget and other financial calculations. Data gathering, report preparation, and special project completion with little or no supervision. Modern bookkeeping principles; computer software applications including word-processing, spreadsheets, and database. General accounting, financial reporting and administration principles; basic knowledge of business plans, financing projects, and budgets; basic knowledge of automated accounting systems utilization; computer software data base and spreadsheet applications; accounting procedures; financial analysis.

### **Abilities**

Effectively and efficiently transcribe recorded dictation; independently plan, prioritize, and organize work in an efficient manner; efficiently and accurately compile and maintain records, reports requiring attention to detail, etc.; communicate effectively both verbally and in writing; independently analyze problems; type accurately. Performs accounting administration, including review of contract/contractor payments. Accurately and effectively perform professional level accounting and financial assignments; make rapid and accurate calculations; understand and provide assistance with developing and/or maintaining business plans, budgets and conducting special projects related to business and financial operations as assigned; utilize appropriate computer software applications; follow oral and written instructions; prepare clear and concise reports. Effectively plan and organize all office support functions for the office; perform independently and exercise sound judgment; analyze a variety of administrative

issues and problems and make appropriate and sound recommendations and/or determinations; maintain a high degree of confidentiality and effectively handle sensitive situations; prepare clear and precise reports; establish and maintain effective and courteous working relationships with elected officials, outside agencies, employees and general public; perform effectively as a member of a team in carrying out OTO's stated mission and philosophy.

### **Important Functions**

1. Attend various training programs and seminars for professional development purposes.
2. Performs office administration tasks such as copying, filing records, scanning documents, etc.
3. Performs responsible administrative and research work in the preparation of special and recurring studies and reports.
4. Monitors, prepares and maintains the annual budget. Prepares quarterly and year end reports. Maintains the OTO checking account. Prepares monthly grant reimbursement requests.
5. Reads and interprets a variety of information, including applicable laws, codes, and ordinances.
6. Custodian of Records for the Missouri Sunshine Law
7. Assists the senior staff by handling a wide range of administrative details that are often of a complex nature and require independent judgment.
8. Oversees and participates in the completion of a variety of responsible office functions.
9. Makes responsible decisions, often without specific directions, requiring incumbent to apply, interpret, and/or adapt guidelines.
10. Operates a personal computer in order to maintain databases, prepare correspondence, etc. utilizing word processing, spreadsheet, and database applications as necessary; some assignments require incumbent to transcribe recorded dictation and/or minutes of organizational meetings.
11. Handles a wide variety of information on a regular basis containing highly confidential information.
12. Establishes, maintains, and when necessary, revises files including determining appropriate organizational methods.
13. Performs routine office management functions including handling administrative details requiring initiative and judgment to make decisions in the absence of established guidelines or specific direction.
14. Operates a variety of office administration equipment such as copy machines, fax machines, calculators, etc.
15. Serves as the Purchasing Agent. Orders and maintains supplies, handles office procurement, and maintains W-9s. Researches issues related to the federal grant procurement. Updates the OTO Procurement Manual as needed. Prepares Requests for Proposals, Bids, and Qualifications as needed.
16. Coordinates special and/or recurring projects for Director, exercising considerable latitude in the design, development, and/or implementation of the project.

17. Screens telephone and in-person callers, determining those that can be handled by other personnel, and provides information to callers, which requires a comprehensive knowledge of OTO policies, procedures, and operations.
18. Maintains calendars for staff members including arranging meetings, conferences, and appointments.
19. Supervises the preparation of a variety of public and administrative reports.
20. Prepares and processes a variety of paperwork such as purchase approvals, purchase expenses, and invoices for payment.
21. Compiles, prepares, maintains, and files records and reports.
22. Reconciles the Purchasing card and purchasing card expense reports.
23. Serve as Notary.
24. Take and prepare minutes for OTO meetings.
25. Maintain the OTO website.
26. Process Accounts payable.

### **Benefits**

A Simplified Employee Pension Plan is available after one year of service.

OTO does not currently offer group health benefits. A \$4,200 annual health/dental/vision insurance allowance is provided in order for employees to purchase outside insurance. Should the OTO provide health benefits to its employees, this allowance will cease and the employee will be covered by the provided plan.

Nine paid scheduled holidays including New Years Day, Martin Luther King Jr's Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day and Christmas Day. Four paid floating holidays.

Two weeks vacation annually after 1 year of service (1 week after 6 months)

12 days sick leave