Administrative Assistant

The City of Asbury, IA is accepting applications for the position of an Administrative Assistant. This is a part-time position. The wage range for this position is $14-$20/hour plus benefits.

Responsibilities include: providing excellent customer service, utility billing and accounts payable data entry. Candidate is required to have two or more years of work history in an office environment with experience in customer service. An Associate’s Degree in Business, Accounting or related field is required.

Please submit letter of application, resume and City of Asbury application for employment to: City of Asbury, Attn: Elizabeth Bonz, City Administrator, 5290 Grand Meadow Drive, Ste 1, Asbury, Iowa 52002 by 5 p.m. on September 25, 2020. AA/EOE/ADA. Inquiries may be sent to info@cityofasbury.com. Applications are available from website www.cityofasbury.com.

JOB REQUIREMENTS: Reconciles processed work by verifying entries and comparing system reports to balances. Charges expenses to accounts and cost centers by analyzing invoice/expense reports; recording entries. Pays vendors by monitoring discount opportunities; verifying federal id numbers; scheduling and preparing checks; resolving contract, invoice, or payment discrepancies and documentation; insuring credit is received for outstanding memos; Verifies vendor accounts by reconciling monthly statements and related transactions. Disburses petty cash by recording entry; verifying documentation. Answer customers' questions about services and charges. Connect and disconnect utility services on past due accounts. Schedules appointments with residents to read meters in cases in which meters are not accessible. Update client address and meter location information. Verify readings in cases where consumption appears to be abnormal, and record possible reasons for fluctuations. Collect, count, record and complete banking transactions. Communicate with customers, employees, and other individuals to answer questions, disseminate or explain information, and address complaints. Complete and mail utility bills monthly. Assist Clerk with park reservations and other duties. Compile, copy, sort, and file records of office activities.

OTHER EXPERIENCE AND QUALIFICATIONS: Customer Service, Cash handling, attention to detail, ability to meet deadlines, must be able to interact with the public and resolve issues. Proficient in Microsoft Word and Excel, knowledge of Summit software, meter reading equipment as well as other office equipment is a plus.

Successful completion of a background check, drug screening, alcohol screening and Iowa Driver’s license are required prior to being employed.