

ADMINISTRATIVE SUPPORT SPECIALIST

DISTINGUISHING FEATURES OF THE CLASS: This work involves office management, clerical tasks, and back-office duties of the organization that include accounts payable and payroll. Incumbents act as a liaison for department heads and the Superintendent by screening incoming calls and emails, sorting mail, and setting appointments with employees, customers, and vendors. The work may require a general understanding of specific laws, office rules, procedures, and policies. Work is performed under direct supervision of immediate supervisor following a prescribed routine.

TYPICAL WORK ACTIVITIES:

- Maintain all accounts payable files to include filing invoices in designated areas and updating vendor information
- Match receipts and contracts with vendor invoices to assure accuracy and prepare for system entry daily
- Enter appropriate information into accounting systems timely and accurately
- Code invoices and ensure receipt of necessary approvals
- Ensure payment of invoices are timely and accurate
- Monitor all paperwork, invoices, correspondence, and verbal communication with vendors
- Research and respond to all accounts payable inquiries in a prompt manner
- Performs routine administrative duties required for the implementation and coordination of Plant projects and procurement
- Organizes and maintains central filing systems and procedures (W-9, Certificates of Insurance)
- Assist in compiling payroll data, payroll preparation and submitting to third party for payment
- Tracks and updates employee accruals monthly
- May author routine correspondence required for the daily operation and implementation of the program undertaken

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL

CHARACTERISTICS: Working knowledge of accounts payable process and certified payroll procedures; working knowledge of office terminology, procedure, and equipment; good knowledge of commonly used concepts, practices, and procedures within the accounting field; working knowledge of the practices of data entry operation; ability to operate a personal computer and utilize common desktop software including work processing. Spreadsheet and database at an acceptable rate of accuracy and

speed; ability to follow written and oral instructions; ability to work independently; ability to get along well with others; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

((a) Graduation from a regionally accredited or New York State registered college with an associate's degree in business administration, or a related field and two years of clerical experience primarily involving data entry on a personal computer and the maintenance of financial accounts and records; or

(b) Graduation from high school or possession of a high school equivalency diploma and six years of clerical experience primarily involving data entry on a personal computer and the maintenance of financial accounts and records; or

(c) An equivalent combination of training and experience within the limits of (a) and (b).