

ADMINISTRATIVE ASSISTANT II (Badger Prairie Health Care Center)

DEFINITION

Under general direction, to perform highly responsible administrative and supervisory duties as the assistant to the Badger Prairie Health Care Center Administrative Manager; and to do related work as required.

EXAMPLES OF DUTIES

Exercises independent judgment and manifests highly specialized knowledge in performance of assigned functions; performs lead work responsibilities over clerical support personnel including making and monitoring work assignments; reviews accounts prepared by clerical support staff; supervises year end physical inventory; reconciles multiple bank accounts, the general ledger, and subsidiary receivable and payable accounts; monitors timeliness of all scheduled financial reports; assists the administrative manager in the preparation of the monthly income and balance sheets, some financial statements, and the annual budget; assists other divisions of the department in budget preparation and control and may be responsible for monitoring the purchasing function.

EMPLOYMENT STANDARDS

Education and Experience: Requires any combination of training and experience equivalent to high school graduation and six years of varied office experience including one year in a leadwork capacity. [Lead work experience includes being responsible for work unit personnel in terms of making and monitoring work assignments, training new employees as well as performing the work itself.]

Knowledges and Abilities: Extensive knowledge of laws, rules and regulations affecting the administrative division; extensive knowledge of principles and practices of business management as they apply to personnel, office management, accounting and budgeting; ability to plan, direct and review work of subordinates; and ability to perform or direct the assembling, recording, compiling and analyzing of data.