

Administrative Assistant II

(Internal job posting January 19th, 2017)

The City of Winnemucca is hiring a full-time Administrative Assistant II in the City Clerk/Treasurer's office. Salary range: \$43,986 - \$50,000 DOE

This position provides a variety of routine to complex clerical support, financial, and administrative duties which include Accounts Payable, Payroll, word processing, data entry, record keeping, and filing duties in support of the organization. Example of duties includes:

Examples of essential job functions include:

- Balancing Cash drawer and preparing daily bank deposits.
- Accounts payable including: coding invoices for payment, printing and mailing payments and maintaining vendor history.
- Payroll including - processing and balancing bi-weekly payroll, all monthly, quarterly and annual state and federal payroll related reporting.
- Customer service

The successful candidate will have a HS diploma or equivalent with a minimum of two years of progressively responsible experience working in an office setting, dealing with confidential information, accounting and payroll, preparing correspondence and/or reports, compiling data and dealing with the public and customers. A strong back ground in accounting and Microsoft Office is necessary for this position.

If you are interested in applying for this position please notify (in writing) Lorrie Haaglund, City Clerk or Jessie Lindsey, City Treasurer by Thursday, January 26th, 2017 at 5:00 p.m.