

## **JOB DESCRIPTION**

**TITLE:** Administrative Assistant III  
**AGENCY:** Credit Union Department – State of Texas  
**CLASS NUMBER:** 0182  
**GROUP:** A13  
**REVISED:** October 5, 2022  
**REPORTS TO:** Accountant VI

### **GENERAL DESCRIPTION**

Performs senior level technical accounting and general administrative support work. Work involves performing detailed assignments in recording, classifying, examining and verifying financial records, documents or reports. Ensures various accounting and administrative records are accurate and up to date. Responsibilities may also include disseminating information into reports and spreadsheets, maintaining filing systems and general administrative support work. May be required to perform tasks for other job positions on a substitute, or as needed, basis.

### **MAJOR DUTIES AND RESPONSIBILITIES**

- Analyzes financial data; information; and applicable business, financial, and/or regulatory plans.
- Prepares payment, cash, general ledger and related vouchers.
- Ensures compliance with established procedures; requirements, laws, rules; completeness of data; and presence of adequate documentation.
- Processes information by auditing and verifying financial data. May assist with preparation of financial statements and operating reports.
- Assist the Department's Accountant in achieving the departmental duties, as assigned.
- Maintains the annual inventory of examination and office staff.
- May perform all duties of the Administrative Assistant III, as needed.
- Works as receptionist as assigned, by greeting visitors, answering incoming phone calls and placing outgoing telephone calls, as needed.
- Processes mail and deliveries (i.e. purchased items, etc.) in accordance with Department procedures.
- Processes purchase request forms in accordance with Department and state requirements.
- May assist with the processing of complaints received from the public, including credit union members.
- Contributes to team efforts by performing other related work as assigned and as necessitated by short-term sickness, vacancies, vacations and other absences.

## **GENERAL QUALIFICATION REQUIREMENTS**

### **Preferred Qualifications:**

Experience in office practices and administrative support, and experience with accounting or bookkeeping principles. Graduate from a standard senior high school or equivalent is required, with a two-year associate degree (or higher) preferred. Some college coursework in accounting is a plus. Experience and education may be substituted for one another.

### **Knowledge, Skills and Abilities:**

1. Knowledge of generally accepted accounting principles and procedures affecting the maintenance of accounting record and automated accounting systems.
2. Sound analytical skills.
3. Strong teamwork skills.
4. Proficient in use of computer, various software and office related equipment.
5. Knowledge of standard office practices and administrative procedures.
6. Ability to maintain accounting and clerical records, prepare various reports from varied sources and make arithmetic computations with speed and accuracy.
7. Ability to accurately perform detailed numerical work, to prepare financial and accounting records, and to communicate effectively.
8. Ability to implement administrative procedures and evaluate their effectiveness, and to interpret rules, policies and procedures.
9. Ability to meet visitors, answer questions on the Department or its functions in person or by phone, and to maintain effective working relationships with other employees.
10. Prior experience with state agency accounting or administrative work is a plus, as is experience with State of Texas information resources programs such as CAPPS Financials and USAS, etc.
11. The successful candidate will be capable of performing efficiently in a fast-paced environment with the ability to multi-task within tight time constraints.