

City of Nome Job Description

Title:	Office Manager/Accounting Tech II	Range/Salary:	14
Depart:	Port & Public Works Department	Status:	Non-Exempt
Reports to:	Harbormaster	Original Date:	3/25/2022
Supervises:	None	Revised Date(s):	_____

Summary:

Under the supervision of the Harbormaster, with guidance from the Port Director and Public Works Supervisor. Coordinates, oversees, and/or performs a wide variety of administrative, accounting, secretarial, and program support activities on behalf of the Port/Harbor & Public Works Departments. Serves as primary point of operational and administrative contact for internal and external constituencies, often on complex and confidential issues. Accounting tasks include billing, cash receipting, bank deposits and reporting. Coordinates office and staff support services, and oversees and/or participates in the coordination and completion of special projects and/or events. Will serve the Port and Public Works department with administrative duties in a support capacity.

Essential Duties and Responsibilities:

The essential functions of the job are not limited to those listed in the job description. The City retains the discretion to add to or change the duties of the position at any time.

- Provides confidential secretarial and administrative support for the Port and Public Works, to include managing the schedule/calendar, making travel arrangements, screening and handling telephone communications, greeting and directing visitors, and dealing with administrative problems and inquiries as appropriate.
- Provides administrative support to Public Works in processing and cataloging work requests for City & Port facilities.
- Serves as a primary point of direct administrative contact and liaison with other offices, individuals, and external institutions and agencies on a range of specified issues; organizes and facilitates meetings, conferences, and other special events, as required.
- Aids with the procurement process for both Port and Public Works Departments, including small purchases, Bid/RFP preparation, evaluation, and contracting.
- Gathers, enters, and/or updates data to maintain departmental records and databases, as appropriate; Creates invoices, manages daily cash till, establishes and maintains files and records for the office.
- Monitors and coordinates accounting activities as appropriate, and prepares internal reports for management; participates in budget planning and management, as required.
- Assists with project development and planning to ensure efficiency and organization of the office.
- Composes and prepares written documentation and correspondence for the office; screens and evaluates incoming and outgoing correspondence and prepares responses as appropriate.
- Assists in the coordination, supervision, and completion of special projects as appropriate.
- Coordinates day-to-day management of supplies, equipment, and facilities for the organization, as appropriate, to include maintenance, inventory management, logistics, security, and related activities.
- Performs other duties as assigned.

Supervision Exercised:

Supervision of regular employees is not a normal responsibility of this position.

Skills, Abilities, Qualification Requirements:

- Knowledge of modern office practices, procedures, and equipment; business English and letter writing; punctuation; spelling;
- Ability to: perform delegated administrative assignments independently; handle with courtesy and tact a wide variety of public contact both on the telephone and in person; understand and carry out oral and written direction; work cooperatively with others; proficiently use computer system.
- Must be able to work well under pressure; ability to complete projects independently with inflexible deadlines; have a high level of initiative and be able to work with minimal supervision; be able to learn, apply, and retain knowledge of federal, state, and city laws, policies, and procedures. Familiarity with municipal government desirable. Ability to maintain confidentiality is mandatory.
- Ability to establish and maintain positive working relationships with personnel in other agencies; coordinate effectively with varied interest groups; and maintain effective working relationships with employees and the general public.
- Ability to operate computer programs; accurately enter data; and complete work using various software programs.
- Ability to perform the physical demands of the position.

Education and/or Experience and/or Certifications/Licenses and/or Background

- High School Diploma or Equivalent and at least two (2) years of accounting/administrative experience. College or business college training may be substituted for the experience on a year for year basis.
- Must pass background check.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk and hear. The employee is occasionally required to stand, walk, use hands to finger, handle or feel objects, tools or controls; reach with hands and arms; stoop, kneel, crouch or crawl; and travel up and down stairs,

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate

The employee is expected to use appropriate protective equipment for the assigned task; and any other equipment as apparent or assigned.

APPROVALS			
Employee		Date	
Department Head		Date	

Disclaimer

The information provided in this description has been designed to indicate the general nature and level of work performed by employees within this job. It is not designed to be interpreted as a comprehensive inventory of all duties, responsibilities, qualifications and working conditions required of employees assigned to this job. Management has sole discretion to add or modify duties of the job and to designate other functions as essential at any time. This job description is not an employment agreement or contract.