



**Job Title:** Administrative Assistant – Finance Department  
**Date:** 9/30/2021  
**Type of Posting:** Internal and External  
**Salary Range:** \$15.00 – \$20.00 per hour                      **Salary Group:** A-11  
**Position Type:** Part-Time    **FLSA Status:** Non-Exempt  
**WIT JPID:** 14849206

To learn more, go to [www.wfscapitalarea.com/joinourteam](http://www.wfscapitalarea.com/joinourteam). **Apply online** at [www.workintexas.com](http://www.workintexas.com) (Job posting: 14849206), **then email your résumé & cover letter** to [HR@wfscapitalarea.com](mailto:HR@wfscapitalarea.com).

**ORGANIZATION AND PURPOSE**

Workforce Solutions Capital Area is a non-profit organization that connects people to jobs. We are a recognized leader in workforce development. Our reputation is built upon collaboration, accountability, and innovation.

The mission of Workforce Solutions Capital Area is to lead the region’s workforce development system in support of a world-class workforce. We believe that training and education aligned to the needs of local employers are the foundation of a competitive workforce. We utilize a strategic approach to workforce development, based on analytics, to ensure that programs and services meet the needs of job seekers and employers.

**GENERAL DESCRIPTION**

Performs routine administrative support work. Work involves maintaining and preparing accounting records, documents, or reports. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Performs duties under the supervision of the Senior Controller and/or Chief Financial Officer. This position is planned as part-time, up to 24 hours per week, with flexible schedule during Monday – Friday business hours.

**EXAMPLES OF WORK PERFORMED**

- Reviews and routes mail and other correspondence
- Enters information into databases and performs other general clerical duties
- Organize, sort, and file accounting information such as paid invoices, journal entries, cash receipts documents, and other similar documents.
- Pulls documents from the files for outside auditors/monitors reviews. In some reviews, the documents will need to be scanned and uploaded for reviewer. Returning pulled documents to the proper files when review is complete.
- Maintains offsite file storage log. Prepare files to be transferred to offsite storage.
- May assist in the tagging of newly purchased trackable assets, as needed.
- May assist in the entering of information for new tracked assets into the asset tracking system.
- May assist in the annual inventory of fixed assets.
- Keeps vendor list updated. Tracks W-9’s from providers/vendors and assists in preparing 1099’s.

- May assist sub-recipient in setting up new vendors in MIP and Gazelle.
- Acts as a backup within the Fiscal Department as needed.
- Performs related work as assigned.

## **GENERAL QUALIFICATION GUIDELINES**

### **Experience and Education**

- Graduation from a standard senior high school or equivalent is generally preferred.
- Experience and education may be substituted for one another.

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

- Knowledge of general office practices and administrative procedures.
- Ability to work accurately with numerical detail and to communicate effectively.
- Knowledge of standard office equipment and software such as Excel, Access, Word, and Outlook, preferred.
- Skill in problem solving.
- May occasionally involve positioning self in file room and medium work that includes moving boxes up to 50 pounds.

### **Registration, Certification, or Licensure**

- When an employee drives a vehicle (yours, agency owned or leased), in conjunction with work, he/she must possess a valid driver's license and have access to reliable transportation. Local travel is required. In-state and/or out-of-state travel may be required.
- Must be legally eligible for employment in the United States.
- May be subject to a background check (verification of education, employment, references, and criminal background)