

Executive Assistant

Municipality seeking a full-time Executive Assistant for its Corporation Counsel. The ideal candidate will be experienced in bookkeeping and/or accounting and office management.

Responsibilities:

- Providing assistance to the Corporation Counsel, including:
 - performing general office functions including copying, scanning, mailing, monitoring news board and notices, and preparing correspondence;
 - maintaining office forms, scheduling meetings, and performing research;
 - registering and setting up webinars and/or continuing legal education;
 - coordinating the new hire and separation process;
 - coordinating and/or setting up new employee accounts (e.g. email, Lexis) and assisting in the training of new personnel;
 - safeguarding confidential and/or sensitive employee information and credentials;
 - maintaining and overseeing employees' use of time (e.g., accrued time, FMLA);
 - maintaining inventory of City property, including keys, swipe cards, electronic equipment, etc., and overseeing maintenance of all office equipment;
 - inventorying and ordering office supplies;
 - assisting visitors by resolving or referring administrative problems and inquiries;
- Payroll, budgeting, and fiscal management, including:
 - preparing bi-weekly payroll;
 - processing invoices; maintaining spreadsheets; reconciling expenses charged to files; addressing all related issues;
 - processing and maintaining receipts and disbursement accounts;
 - assisting in preparation of annual budget and other financial reporting;
 - preparing and monitoring purchase requisitions and purchase orders;
 - supporting and assisting in the filing of various Annual Reports;
 - setting up and maintaining General Ledger and Activity accounts and budgets;
- All other related duties as required.

Skills/Abilities:

- Thorough knowledge of principles and methods of accounting and bookkeeping;
- Analyzes and interprets fiscal and accounting data and prepares fiscal and other reports;
- Excellent computer skills and the ability to work with database and spreadsheet software, including but not limited to Microsoft Excel, and PowerPoint;
- General knowledge of or ability to learn the City procurement process for obtaining goods and services;
- Knowledge of modern office management practices, terminology, and equipment;
- Takes initiative and can work with minimum oversight on multiple projects with competing priorities; and
- Deals effectively with other employees at all levels and the public.

Education/Experience:

Bachelor's Degree in finance, accounting or business management preferred. Minimum of one (1) year experience in assisting department head/chief executive, one (1) year experience in bookkeeping, and one (1) year experience in office management.

How to Apply:

- Contact Address: City Hall, 235 Grand Street, Third Floor, Waterbury, CT 06702
- Contact Phone: 203 574-6731
- Email: corpcounsel@waterburyct.org
- Best Method of Contact: E-mail