



Vacancy Announcement
Administrative Assistant, Finance
Open Until Filled

Payrate: \$17.36 per hour (increase after 6 month probationary period)

The City of Wheeling is in search of an Administrative Assistant to provide support and service to the Finance Department. Under the direction of the Assistant Finance Director, the Administrative Assistant will support the administration and management of the Finance Department programs and services in the following ways:

- Supports City employees and departments with routine, day-to-day finance department questions, needs, and inquiries.
- Assists the Finance team in all areas of the Finance related functions with work involving continual exposure to highly confidential and specialized information and requires an in depth understanding of the organization's policies and operations.
- Prepares confidential documents and reports.
- Prepares memos and letters upon request including correspondence, letters, and minutes from applicable meetings.
- Assists the Finance Department in planning, organizing, and ordering of supplies.
- Performs receptionist duties by answering all incoming telephone calls, greeting visitors, and distributing all mail.
- Serves as the cashier for the Finance Office.
- Performs data entry, as directed.
- Performs other administrative duties as assigned.

Applicants meeting the following minimum qualifications are encouraged to apply:

- High school diploma with an Associate's degree in business administration or related field preferred.
- One (1) to three (3) years of progressive experience in related capacity.
- A combination of education and experience will be considered if applicant does not fully meet either the full education or experience criteria.
- Sound knowledge and use of technology with specific experience and knowledge in Microsoft Office products.

Applications must be submitted through the City of Wheeling's applicant portal. You may view detailed job descriptions and complete an application by visiting the City's website at <https://www.wheelingwv.gov/departments/HumanResources> and selecting the "Apply Here" link.

The City of Wheeling is an Equal Opportunity Employer and prohibits discrimination in any aspect of employment. The City shall provide equal opportunity to all qualified employees and applicants for employment without regard to race, creed, color, sex, religion, national origin, age, disability, veteran status, political affiliation or other characteristics protected by law. In addition, the City complies with applicable state and local laws governing non-discrimination in employment. The City will take positive action to ensure fulfillment of this policy in all areas of employment.