

## HELP WANTED

### ADMINISTRATIVE SERVICES SPECIALIST

The Hillsdale County Road Commission is accepting applications to fill the position of an Administrative Services Specialist experienced in accounts payable and payroll procedures. Qualified candidates must possess Associates Degree in business administration, public administration, accounting or a related field. Three to five years of broad administrative experience, proficient in writing and business administration. At the sole discretion of the Manager, an equivalent combination of education and experience may be considered. Base rate of pay is \$24.45. Ability to pass a physical and drug screen. Applications and job descriptions are available at the road commission office on M-99 at Steamburg Road, Hillsdale, between 7:30am and 2:30pm Monday – Friday or on the website at [www.hillsdalecrc.org](http://www.hillsdalecrc.org). Completed applications can be emailed to [hillsdale@hillsdalecrc.org](mailto:hillsdale@hillsdalecrc.org), mailed to 1919 Hudson Rd. Hillsdale MI 49242 or hand delivered. Applications will be accepted until April 1, 2024.

AN EQUAL OPPORTUNITY EMPLOYER

# HILLSDALE COUNTY ROAD COMMISSION

## ADMINISTRATIVE SERVICES SPECIALIST

### General Summary

As a member of the Hillsdale County Road Commission (HCRC) administrative services team reporting to the Office Manager, provides administrative support to the management team. Works with all staff to maintain office files and performs other recordkeeping duties. In collaboration with the Manager and Office Manager, maintains financials and budgets for Hillsdale County Parks, assists in preparing and coordinating special projects, presentations, newsletters, events, social media, and assists the public and/or employees by responding to inquiries and concerns. Works closely with the Office Manager, Accounts Payable Clerk, and Payroll Clerk to process accounts payable, payroll, and other departmental expense and accounting items.

### Essential Functions

1. Responsible for County Park Financials which includes payroll, accounts payable, quarterly and annual budgets, and other related tasks.
2. Assists in providing administrative support to the HCRC team and customer service to all stakeholders, internal and external to the department. Prepares letters, memorandums, presentations, letterhead, and various templates.
3. Provides support and assists the management team with the preparation of staff reports, presentations, and supporting documents.
4. Works with the management team and others to coordinate and collect materials for meetings, management team review, and follow up/action.
5. Supports the management team to maintain calendars, coordinate schedules/meetings, and to follow up on action items.
6. Assists with coordination of training, conferences, and travel arrangements for management team members and/or employees, processes reimbursement requests.
7. Assists in researching issues as directed by the Office Manager or designees by calling other counties or agencies and collecting and compiling information.
8. Assists administrative staff in the preparation of correspondences; weekly, monthly, quarterly, and annual reports; contracts; legal notices; spreadsheets;

and other documents for the Manager, Office Manager, and management team. Works with the Office Manager in preparing and maintaining correspondence of a sensitive or confidential nature.

9. Assists in maintaining personnel and lawsuit files and following up with the Manager, Office Manager, on HR and legal action items.
10. Works closely with the Office Manager and finance team to process payroll, accounts payable, accounts receivable, and other departmental expense and accounting items for HCRC.
11. Assists with preparing financial statements, reports, and budget documents on a regular basis or as assigned. Assists in the management of petty cash and processes expense reports for reimbursement to employees.
12. Oversees grant administration tasks, correspondences, reports, and documentation as directed by the Manager, Office Manager, and/or management team members.
13. Assists the Office Manager with developing and overseeing the maintenance of departmental filing systems. Assists the Office Manager in creating and maintaining the master file classification index system and ensures compliance with all file retention laws and policies. Assists the Office Manager with maintaining current road commission policies, procedures, and manuals. Proactively assists the Manager, Office Manager, and management team members with the development of new or revised policies and standard operating procedures (SOPs).
14. Develops and maintains the HCRC employee roster, seniority list, contact information, and associated employee data as requested by the Manager, Office Manager, and management team members. Develops and maintains the HCRC education and training database for all employees.

### Other Functions

15. Prepares or assists with various special projects as assigned.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted, or modified at any time.*

### Employment Qualifications

**Education:** Associates Degree in business administration, public administration, accounting, or a related field required.

**Experience:** Three to five years of broad administrative experience. Proficient in writing and business administration.

**Other Requirements:**

**FLSA Status:** Non-exempt

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

- Ability to access departmental files.
- Ability to enter and retrieve information from computers.
- Ability to access meeting rooms.
- Ability to operate copy and fax machines.

**Working Conditions:**

Works in office conditions.

  
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Human Resources

  
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Manager