

Administrative Assistant / Finance-Accounting

The Pasco County Property Appraiser office in Dade City is looking for a responsible Administrative Assistant.

The ideal candidate should have excellent oral and written communication skills and be able to organize their work using tools (Office 365, MS Excel, MS Suite)

Duties of the Administrative Assistant include:

- Maintain office supply inventories
- Maintain electric and hard copy filing system
- Coordinate maintenance of offices
- Open, sort and distribute incoming and outgoing correspondence
- Prepare and modify documents including correspondence, reports, drafts, memos and emails
- Schedule and coordinate meetings, appointments and travel arrangements for Chief Deputy's
- Performs all other related duties as assigned
- Cross training (accounting)

Education and Experience:

- Computer skills and knowledge of relevant software
- Knowledge of operation of standard office equipment
- Knowledge of clerical and administrative procedures and systems
- Knowledge of principles and practices of basic office management
- Experience with Finance and Accounting

Key Competencies:

- Communication skills - both verbal and written
- Planning and organizing
- Prioritizing
- Problem assessment and problem solving
- Information gathering and information monitoring
- Attention to detail and accuracy
- Flexibility
- Adaptability
- Teamwork
- Finance and Accounting

Benefits:

- Health Insurance
- Retirement
- Paid Time Off