

# Announcing...

**DATE:** August 1, 2017  
**NOTICE:** Cecil County Government Employees Only  
**FROM:** Department of Human Resources  
**SUBJECT:** Position Vacancy  
**Administrative Assistant**  
Department of Finance

**ADMINISTRATIVE ASSISTANT** for the Cecil County Department of Finance with a starting salary commensurate with qualifications and experience according to County policies and procedures (Grade 6N). This position will provide administrative support to the department; performs all duties as assigned.

**Position requirements:** High School Diploma or GED; Associates degree in Accounting preferred; (4) Four years of clerical/ administrative experience or equivalent technical training, education and experience; knowledge of business writing; computer and software application skills; excellent organizational skills; valid driver's license.

**Duties:** Include, but not limited to, composing correspondence; receiving telephone calls and visitors; preparing meeting agendas and notices; preparing purchase requisitions; establishing and maintaining files; scanning and posting Accounting journal entries and budget transfers to MUNIS database; coordinates the distribution of County's financial reports; performs data input; performs as backup to Accounts Payable and Cash Collections (after applicable training); temporarily assists Purchasing division and Facilities as needed; perform all other duties as assigned.

**YOU MUST BE A CURRENT CECIL COUNTY GOVERNMENT EMPLOYEE:**

and meet the minimum requirements as outlined above. (For further details on positions, contact the Department of Human Resources.)

Please go to Munis Employee Self Service to complete an internal application by **8/8/17** end of business day.

Cecil County Government is an Equal Opportunity Employer and does not discriminate because of race, color, age, sex, religion, national origin, political affiliation, or handicap. EOE/AA/ADA.