

## **Administrative Coordinator (Finance and Risk Management)**

\$30,685 / year or higher DOQ + [Full-Time County Benefits](#)

James City County Financial and Management Services (FMS) Department is seeking an individual to perform responsible work supporting FMS staff in the areas of risk management, accounting, budget, purchasing and real estate assessments.

### **Responsibilities:**

- Provide customer service to the public and staff in person, by telephone, and online; direct calls and emails to appropriate staff; schedule meetings among staff and with outside parties.
- Provide clerical and administrative support to department staff.
- Collect, maintain, and organize statistical information and data to be provided to staff and other departments on a regular basis or as needed.
- Manage the operations of the mail courier services, including scheduling couriers and maintaining postage equipment and records.
- Assist with technology support in daily operations; oversee maintenance of office equipment and materials.

### **Requirements:**

- Any combination of education and experience equivalent to a high school diploma, supplemented by college-level courses in business, accounting, finance, data analytics, statistics, information technology, risk management, or related field; and considerable experience in administrative support work.
- Must possess or obtain within thirty (30) days of hire a valid Virginia driver's license and have an acceptable driving record based on James City County's criteria.
- Knowledge of standard office practices and procedures, equipment, and clerical techniques; internet and software applications, especially Microsoft Office Suite; principles and processes for providing customer service including setting and meeting quality standards for services, and evaluation of customer satisfaction.
- Skill in effective oral and written communication.
- Ability to maintain moderately complex records and ensure their confidentiality; follow verbal and written instructions; work under pressure and meet deadlines; work collaboratively and maintain effective working relationships with County officials, employees, and the public.

**Accepting applications until 11:59pm EST on 10/19/2019 or when filled, whichever comes first. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>**