

Administrative Coordinator

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

Colonial Community Corrections (CCC) is seeking an Administrative Coordinator to perform responsible secretarial, administrative, clerical and fiscal work for the agency.

Responsibilities:

- Maintain records of budget expenditures; prepare budget documentation; complete budget transfers; assist with departmental annual budget preparation; review revenue reports from Accounting, compare to Treasurer's Report and in-house records.
- Prepare and maintain financial or related records; examine and compare data for verification or discrepancies; reconcile errors and ensure accuracy and consistency of data processed.
- Prepare invoices and other fiscal items for payment; review for accurate and correct data; categorize expenditures.
- Receive money orders and checks; maintain database and receipting for all fees collected from clients for various programs and services provided by CCC; prepare deposits, verify totals, research account codes and submit to the Treasurer's Office; receive and record private donations, local grant funds and locality checks.
- Answer telephone and provide general information; greet public; receive and distribute mail; schedule intake appointments; maintain client database and prepare files for weekly case assignment.

Requirements:

- Any combination of education and experience equivalent to a high school diploma, supplemented by college-level courses in automated bookkeeping and accounting, and course work in secretarial science; and considerable experience in responsible transactional administrative work.
- Must possess, or be able to obtain within 6 months of employment, Virginia Criminal Information Network Certification (VCIN).
- Must have an acceptable driving record based on James City County's criteria.
- Knowledge in automated accounting; knowledge of principles and processes for providing customer service including setting and meeting quality standards for services and evaluation of customer satisfaction.
- Skill use of computer software, especially Microsoft Office Suite.
- Ability to prioritize, organize and perform work independently and meet deadlines; establish and maintain effective working relationships with employees and the public; follow complex oral and written instructions; communicate effectively both orally and in writing; work accurately and rapidly; learn, interpret and communicate the policies, procedures and services of the Department; maintain complex records and ensure their confidentiality.

Accepting applications until 11:59pm EST on 09/27/2019. Only online applications to our website will be considered. To apply, please visit the James City County Career Center at <https://jobs.jamescitycountyva.gov>