

Administrative Support Specialist (Fiscal Resources)

Nature of Work

This position involves varied and responsible administrative work requiring a high degree of confidentiality, discretion, and independent judgment. The work includes moderately complex administrative, fiscal, and payroll functions in support of Valley Transit operations and departmental management. Responsibilities involve handling sensitive employee, payroll, and financial information; interpreting policies, procedures, and regulations; and providing direct administrative support to management. Work is performed under the general supervision of the Enterprise Account Manager.

Job Functions

ESSENTIAL JOB FUNCTIONS

- Oversees department-wide payroll activities for all staff, ensuring timely, accurate, and confidential processing, and resolving sensitive payroll issues and disputes with discretion.
- Reviews biweekly payroll, verifying overtime, compensatory time, sick leave, vacation, holiday, and unpaid time in compliance with Fair Labor Standards Act (FLSA) guidelines.
- Serves as a confidential resource to management and staff regarding payroll procedures, timekeeping practices, and policy interpretation.
- Responds to internal and external payroll inquiries involving sensitive employee and financial information in a professional and discreet manner.
- Enters, audits, and maintains overtime and payroll data within the payroll system, ensuring data integrity and confidentiality.
- Monitors leaves of absence to ensure accurate and compliant payroll reporting.
- Completes payroll processing and confidentially communicates changes or corrections to employees and management.
- Coordinates employee additions, deletions, and changes within payroll pay groups.
- Reconciles internal payroll records with Human Resources leave data and resolves discrepancies, elevating issues to management as necessary.
- Reviews FLSA compliance reports, requests clarification from employees regarding payroll or overtime data, and initiates payouts when required.
- Prepares and submits confidential sick leave reports and other payroll documentation for departmental reporting.
- Creates, maintains, and safeguards accurate Excel spreadsheets related to payroll, leave balances, and compensatory time.
- Maintains confidential personnel records related to position changes, new hires, and employee separations.
- Prepares year-end payroll activities, including comp time balances, vacation carryover, PTO payouts, and other sensitive payroll reconciliations.
- Processes accounts payable and performs other bookkeeping and accounting functions involving confidential financial data.
- Monitors service contracts and supports management with administrative tracking and documentation.
- Prepares confidential and non-confidential reports for municipal, state, and federal partners.
- Records official minutes and notes as Secretary of the Fox Cities Transit Commission, exercising discretion with sensitive discussions and decisions.
- Types, edits, and formats a wide variety of correspondence, reports, and administrative

documents for management.

- Provides high-level administrative assistance on complex and sensitive projects assigned by management.
- Maintains a moderately complex filing and records management system, ensuring confidentiality and compliance with record retention requirements.
- Maintains regular attendance and works overtime or extended hours as required to support payroll and management needs.

OTHER JOB FUNCTIONS

- Occasionally provides customer service window coverage and answers phones, routing calls with professionalism and discretion.
- Provides confidential administrative support to Department Administration staff as needed.
- Serves as backup to the Enterprise Account Manager during absences, handling sensitive administrative and fiscal responsibilities.
- Performs other related duties as assigned.

Requirements of Work

Considerable experience in responsible clerical or administrative work; an associate degree in Accounting, Administrative Assistant studies, or a related field; or an equivalent combination of education, training, and experience that demonstrates the following knowledge, abilities, and skills:

- Advanced proficiency in Microsoft Office Suite, particularly Excel and Word.
- Considerable knowledge of business English, spelling, and arithmetic.
- Demonstrated ability to handle confidential and sensitive information with discretion and professionalism.
- Ability to support management through independent problem-solving, sound judgment, and administrative expertise.
- Ability to work effectively both independently and as part of a team in a fast-paced environment.
- Ability to plan, prioritize, and schedule work to meet deadlines and operational demands.
- Ability to interpret contracts, policies, and regulations.
- Ability to understand and carry out moderately complex oral and written instructions.
- Ability to establish and maintain effective working relationships with employees, management, and external partners.
- Ability to maintain detailed records, compile complex data, and prepare accurate and timely reports.
- Ability to coordinate multiple projects simultaneously.
- Ability to sustain prolonged visual concentration.