



# Federal-aid Administrative Assistant

REPORTS TO: Administrative Manager	DATE: Revised May 2018
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## Position Overview

The Federal-aid Administrative Assistant performs administrative and accounting tasks. This position reports to the Administrative Manager but has discretion to carry out the functions of the job.

## Essential Functions

- Audits and processes design and construction consultant invoices for federal-aid projects, ensuring invoices comply with contract and certified rate terms and ITD consultant services guidelines;
- Coordinates with consultants to verify documentation;
- Coordinates with ITD Records Inspectors and LHTAC staff to ensure invoices are processed and funds are allocated properly;
- May perform reception duties, greeting the public in person and by telephone, answering inquiries, and providing information;
- Creates and formats letters, documents, records, and files;
- Reviews project documents for accuracy, completeness, and compliance with state and federal agency regulations and requirements before submitting for payment;
- Reviews project documentation from Construction, Engineering and Inspection (CE&I) before final close out;
- Runs and processes contractor estimate payments in Idaho Transportation Department (ITD) accounting system;
- Reviews payment documents for compliance with federal wage (Davis-Bacon) requirements;
- Communicates with project managers and consultants on compliance issues;
- Responds to inquiries and requests for information;
- Perform basic accounting tasks as assigned;
- Performs all duties following LHTAC policies and procedures.

## Education & Experience

- High school diploma or equivalent;
- Associates degree in financial management, office management, or a related field is preferred;
- One to two years' experience processing expenses and invoices according to Federal and ITD guidelines is Preferred;
- Three to four (3-4) years' experience in accounting and/or bookkeeping preferred;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.

## Knowledge, Skills & Abilities

Knowledge of:

- Office and clerical practices, procedures, and objectives;
- Public agency budget policies and procedures;
- Accounting, internal control and auditing methods, techniques, and objectives;
- Customer service skills;
- Federal Highway Administration (FHWA) local assistance funding policies, procedures, and requirements as applied in Idaho;
- Idaho Department of Transportation (ITD) project development and funding policies, procedures, and requirements.

Skill and Ability to:

- Pay strong attention to detail.
- Utilize general office equipment;
- Experience and knowledge in using Microsoft Word, Excel and Adobe PDF software;
- Listen for understanding;
- Maintain strong verbal and written communication skills;
- Maintain a professional demeanor at all times, including in stressful situations;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Complete assignments in a timely fashion; understand and comply with all rules, policies and regulations.

## Physical Demands & Environment

The majority of work is performed in an office and public building environment. This position has the following physical demands and incumbents must be able to perform the essential functions of the job with or without reasonable accommodation.

- Frequently required to stand, walk, sit, stoop, kneel, bend, and work in an office and field environment, which may include construction sites.
- Ability to use hand/fingers for to keyboard or type, handle materials, manipulate tools, and reach with hands and arms
- Able to operate job-related equipment.
- Sitting at a desk for up to 8 hours at a time
- May lift up to 30 lbs. with assistance.
- Sufficient visual acuity and hearing capacity to perform the essential functions and interact with the public is required.

## Travel Requirements

Some travel is required.

## To Apply:

Submit your cover letter, resume and three references to LHTAC at [lhtac@lhtac.org](mailto:lhtac@lhtac.org)

**Disclaimer:**

Incumbent must perform the essential duties and responsibilities with or without reasonable accommodation efficiently and accurately without causing a significant safety threat to self or others. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.