



## EXTERNAL JOB POSTING

Job Title: **Management Assistant II-Finance**  
Biweekly Salary: **\$2,782 - \$3,382 (Bi-Weekly)**  
Annual Salary: **\$72,332 (Step 1) - \$87,932 (Step 5)**  
Final Filing Date: **January 16, 2018 COB**

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The San Francisco Office of Community Investment and Infrastructure (OCII) is seeking a Management Assistant II for the Finance and Administration Division.

### BRIEF DESCRIPTION:

This position is responsible for difficult and complex professional level accounting and administrative work and maintenance of accounting and administrative records.

This position will receive general direction and support from the Deputy Director of Finance and Administration and will work closely with the Finance Supervisor and the Human Resources Manager. This position will perform functions related to accounting such as cash receipts and accounts payable.

### JOB RESPONSIBILITIES:

The following list of duties and tasks represents the primary job responsibilities:

- Under the direction of the Accounting Supervisor, analyze liability, trustee, and other accounts to reconcile, explain, and resolve variances;
- Under the direction of the Accounting Supervisor, process and deposit incoming checks and prepare cash receipts, accounting transactions and bank reconciliations;
- Under the direction of the Accounting Supervisor, process Accounts Payable such as employee reimbursements, travel and training requests, purchase orders, recurring operating expenses, and other payables as required;
- Under the direction of the Human Resources Manager, enter and review payroll data for accuracy and conformance with the OCII Personnel Policy and bargaining units Memorandum of Understanding;
- Review certificates of insurance for compliance with insurance requirements in contracts, loan agreements, permits, leases and other documents, working with staff to insure insurance documentation is complete and conforms to requirements;

- Review insurance requirements against contract, loan agreement, permit, lease and other templates and identify and elevate differences from template to Deputy Director of Finance and Administration for final sign-off;
- Renew general liability, property insurance, and worker's compensation insurance on annual basis, including coordinating with insurance brokers, providing renewal date, soliciting bids, and preparing and routing contracts and signature pages;
- Coordinate addition of suppliers, persons of interest, and role mapping changes in F\$P OCII accounting system;
- Manage copier contract including monitoring expenses and performance, processing maintenance requests, and ordering copier supplies;
- Copy edit Resolutions, Memos, Billing Letters, Contracts and other documents for completeness, formatting, consistent use of terminology, and conformance with standard grammar and professional writing;
- Draft contracts, obtain contract insurance and certificates; route and track executed contracts, and coordinate document retention;
- Provide administrative support such as routing documents, accounting and other financial documents, pulling accounting documents for audit and research purposes and, providing direct administrative support services to staff; and
- Perform other duties as required.

### **MINIMUM QUALIFICATIONS:**

Minimum qualifications include any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Three years of verifiable experience performing professional level office management functions; or three years of experience in the Management Assistant I classification. Previous supervisory experience is also required.

Education equivalent to completion of an Associate of Arts degree supplemented by course work in public or business administration, accounting, finance, social sciences, psychology, or a related field, or a related field.

### **BENEFITS:**

#### **For your Health & Welfare Benefits**

- Medical/Dental/Vision
- Basic Life Insurance & Accident, Critical Illness & Hospital Indemnity
- Supplemental Life Insurance (with optional dependent coverage)
- Health Care and Dependent Care Flexible Spending Accounts
- Employee Assistance Program

#### **For your Financial Future**

- CalPERS Pension Program-estimated 8% Employee Contribution
- Short-term Disability Insurance
- Long-Term Disability Insurance
- Deferred Compensation Plan

#### **For your Work/Life Balance**

- Paid holidays
- Vacation and sick leave accrual
- Commuter Benefits Program
- Wellness Program

**APPLICATION PROCESS:**

Applicants must submit and complete an application packet consisting of an OCII Job Application, resume, and cover letter. Materials can be found at [here](#) or at [www.sfocii.org](http://www.sfocii.org) under Employment Opportunities.

**PACKETS CAN BE EMAILED, FAXED OR MAILED TO:**

**EMAIL:** [careers.ocii@sfgov.org](mailto:careers.ocii@sfgov.org) (PDF FORMAT ONLY) with name of position in subject line

**FAX:** 415-749-2502

**MAIL:** **Office of Community Investment and Infrastructure**  
Human Resources Department – Attn: April Ward  
1 South Van Ness Avenue – 5<sup>th</sup> Floor  
San Francisco, CA 94103

***Failure to submit all requested materials by the deadline will result in rejection of the application.***