

Job Summary:

The job of Secretary, Internal Business Services was established for the purpose/s of performing a variety of specialized and difficult clerical work, performing some limited general accounting functions, relieving supervisors of administrative and clerical details, and performing related works as required.

Essential Functions:

- < Coordinates travel, meeting and conference arrangements for the purpose of assisting staff in the Internal Business Services division.
- < Distributes reports, checks and mail for the purpose of ensuring that documents are routed to the correct personnel.
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- < Maintains various files (accounts payable warrants, journal entries, cash receipts, deposits, etc.) for the purpose of having easily accessible information readily available when needed.
- < Operates a variety of office machines for the purpose of facilitating the needs of the job.
- < Provides back-up to business technicians and the mail clerk for the purpose of

Skills, Knowledge and/or Abilities Required:

- < **Skills to:**
 - operate standard office equipment;
 - type at a speed of 50 net words per minute from clear copy;
 - prepare, create, and edit memos, reports, letters and other documents;
 - proofread material and make necessary corrections;
- < **Knowledge of:**
 - general accounting procedures;
 - computers and electronic mail systems;
 - modern office methods, practices and procedures;
 - correct English word usage,