

**Office of the Governor  
Position Description**

Position Title:       **Administrative Assistant**

*Principle Responsibilities*

- Receive, open, sort and date stamp all incoming correspondence for the Administrative Division
- Entering payment vouchers into State Automated Accounting System (SAAS) in a timely manner
- Sort and copy payment vouchers and invoices to be sent to the Department of Finance and Administration (DFA) for payment processes.
- Receive check warrants from DFA and mail to correct vendor at correct address
- Maintain accurate and detailed filing system of all administrative records
- Assist with vendor requests regarding payment processes
- Assist and backup Accounting Administrator with all related job duties
- Maintain and straighten office supply room and keep records of needed supplies
- Assist Director of Administration and Director of General Services with special projects as assigned
- Serve as backup for switchboard duties at Governor's Office and Capitol