

**PANAMA CITY-BAY COUNTY AIRPORT AND INDUSTRIAL DISTRICT  
NORTHWEST FLORIDA BEACHES INTERNATIONAL AIRPORT**

**JOB DESCRIPTION**

**CLASSIFICATION:** Administrative Clerk

**DEPARTMENT:** Administration

**SUPERVISOR:** Manager of Finance and Administration

**EFFECTIVE DATE:** October 1, 2020

**PAY LEVEL:** 120 (\$30,508.36 - \$47,287.96)

**PAY CLASSIFICATION:** Non-exempt

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**DEFINITION:** Highly responsible clerical position performing a variety of duties for administrative staff.

**EXAMPLES OF DUTIES:** Help maintain the filing system for administration records and documents. Maintain all correspondence records including, but not limited to, purchase orders, invoices, purchase card transactions, and quotes. Type correspondence, reports and other documents as directed. Data entry for purchase card requisitions and transactions. Daily entry on timesheets. Accurately coding all transactions submitted to the administration for general ledger processing. Monitor budgeted expenses for the department. Compose effective and accurate correspondence and deals with non-routine matters independently. Assist in answering telephones and greeting and assisting customers.

Perform other duties as assigned.

**QUALIFICATIONS:** Knowledge of clerical and bookkeeping procedures, methods, and practices. Familiarity with computer operation including spreadsheets, and databases. Above average competency in communications; good human relations skills. Graduation from high school or possession of an acceptable equivalency diploma required. Three years of experience in responsible clerical capacity. A two year Associates Degree preferred. Must have a valid Florida Driver's License.

**MISCELLANEOUS REQUIREMENTS:** Must pass pre-employment drug testing as well as periodic testing in accordance with airport policy; must pass a 10-year, fingerprint-based, criminal history records check as required by the Transportation Security Administration.