

# Sunnyslope County Water District

## Executive Assistant-Confidential

### **DEFINITION**

Under general direction from the General Manager, provides varied confidential secretarial and office administrative support services to the General Manager and the District's management team, relieving them of a variety of administrative details; performs difficult and complex office support work; maintains official District documents and records; and performs related work as required. Under general supervision from the Finance & Human Resource Manager, assist with human resource administration and perform technical accounting work in the areas of payroll, accounts payable, banking and cash management, fixed asset recordkeeping, spreadsheet maintenance, and other financial transaction processing.

### **DISTINGUISHING CHARACTERISTICS**

This position is responsible for providing direct support to the General Manager, the Board of Directors, and the District's management team on District wide issues. Assignments from the General Manager and management team may be quite varied in scope and include tasks such as data gathering, analysis, and writing projects as well as confidential secretarial and office administrative support tasks. This position's role regarding the Board of Directors focuses on supporting the Board Secretary in posting Board meeting notices, meeting agenda preparation, and minute preparation.

### **TYPICAL DUTIES**     *(Illustrative Only)*

1. Performs routine and special projects as assigned; conducts research and assembles results and/or summarizes information and data collected; contacts other organizations to obtain information; analyzes statistical, operational or other information, and then prepares reports and recommendations based thereon; conducts various internal and external surveys; gathers and organizes a variety of information and materials for the District's management team.
2. Assists the secretary of the Board of Directors; prepares, assembles and distributes agenda material; posts required legal meeting notices; attends Board meetings, takes open meeting notes, transcribes minutes for review and issuance; follows-up on Board actions and notifies appropriate parties; prepares monthly expense reports for the Board of Directors and inputs them into QuickBooks for payment.
3. Establishes and maintains a variety of administrative files, including legal documents, archival materials, resolutions, ordinances, minutes, agreements, deeds, annexations, District projects, subdivisions, consultant reports, and personnel files. Establishes and oversees maintenance of complex filing and recording keeping systems; classifies files and locates a variety of materials according to established filing systems; sets up new files and removes outdated materials in files as necessary and in accordance with District record retention policies.
4. Provides confidential administrative assistance to the General Manager and the District's management team; transcribes, composes, and types a variety of confidential correspondence, reports, memos, minutes, forms, specifications, and other related material from rough drafts, corrected copy, verbal instructions, or voice-recording equipment, then organizes and sets up

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material to produce finished format. Proofreads letters, reports, records, and other items for accuracy, completeness, arithmetical accuracy, and compliance with established standards.

5. Arranges committee and staff meetings at the request of General Manager. Attends staff meetings and may be assigned to serve on staff committees to develop recommendations and solutions for a variety of issues.
6. Assists District, Board, and Staff with conference and training registrations, booking of travel, and overnight accommodations. Gets maps and/or prints directions for any trips by vehicle.
7. Maintains a tickler system to track and schedule a variety of periodic routine reports, staff training, membership renewals, Board actions, etc. to assure that the District is compliant with regulatory requirements and meets deadlines.
8. Performs confidential personnel activities as assigned; update and maintain templates for employee timesheets in computer spreadsheets; maintains confidential employee insurance and benefits, worker's compensation and safety, payroll and personnel records and files.
9. Assists in researching and assembling information for classification and compensation studies; conducts and responds to salary and benefit surveys.
10. Schedule new employee orientations, including assembly of orientation materials and paperwork. Coordinates dispersal of information to applicants regarding job opening, application process, acts as primary administrator of the applicant tracking system.
11. Process monthly payroll in QuickBooks in accordance with District procedures. This includes inputting timesheets, updating sick & vacation accrual records, preparing payroll disbursements and related supporting schedules, running monthly payroll reports, reconciling and posting payroll journal entry, transmitting direct deposit transactions to the bank, and preparing quarterly and annual payroll tax returns.
12. Process accounts payable in QuickBooks in accordance with District procedures. This includes reviewing invoices for approval and matching to receiving documents, coding to appropriate account, entering into the accounting system for payment, and filing paid invoices.
13. Other accounting duties as assigned, which may include preparing monthly bank account reconciliations on certain accounts, entering new assets into the Fixed Assets accounting system, maintaining and updating certain spreadsheets, assisting with annual budget preparation, assisting with preparation of annual audit work papers.
14. Organizes own work, sets priorities and assures necessary deadlines are met and when needed, enlists the assistance of other District staff to ensure effective completion of the work.
15. Maintains calendar for scheduled use of Board Room and Conference Room.
16. Order office supplies and other related materials.
17. Gathers information to be posted to the District's web site and updates the District web site on a regular basis by communicating with webmaster.

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18. Drives a motor vehicle to various District facilities, government agencies, and other locations to pick-up and deliver correspondences, documents, materials, and supplies.
19. Perform other duties as assigned.

### **QUALIFICATIONS**

#### **Knowledge of**

- ◆ Generally accepted accounting principles and practices; governmental and utility accounting; auditing procedures; cash management techniques; payroll administration including pertinent laws governing wage and hour calculations, tax deductions, and related issues.
- ◆ Accepted concepts of public and community relations, including techniques for providing good customer service.
- ◆ Organization and management principles and practices, with administrative analysis techniques and basic statistics.
- ◆ Applicable federal, state, and local laws and regulations governing water district operations.
- ◆ Modern office methods, equipment, and procedures; computers and software used in office and administrative support work; maintenance of files and information retrieval systems; correct English usage, grammar and punctuation; basic mathematics.

#### **Skills**

- ◆ Typing skills of 55 words per minute.
- ◆ Proficient use of a 10-key calculator.
- ◆ Reading and writing skills to effectively compose correspondence, assemble routine administrative reports, and edit the work of others.
- ◆ Organizational skills to effectively develop and coordinate office systems, to arrange meetings and itineraries, and to work under pressure to meet deadlines.
- ◆ Operate a personal computer to efficiently utilize a variety of software applications, including all Microsoft Office applications, QuickBooks, and the internet; operate other office equipment including: typewriter, copy machines, fax machines, and other specialized office equipment. Perform routine service of office machines.

#### **Demonstrated Ability To**

- ◆ Apply accounting and financial transaction processing techniques accurately.
- ◆ Make arithmetic calculations (add, subtract, multiply, divide, and calculate percentages) with speed and accuracy.
- ◆ Operate the District's automated accounting software, personal computers and printers with sufficient speed and agility to produce error-free output within timelines.
- ◆ Take and transcribe notes and minutes of meetings using shorthand or speed writing at a sufficient rate to meet job demands.

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- ◆ Compile and analyze accurate data and prepare clear and concise reports and recommendations.
- ◆ Organize, coordinate, and prioritize a variety of assignments with varying deadlines and work effectively under pressure with frequent interruptions.
- ◆ Function effectively in an administrative support capacity.
- ◆ Establish and maintain effective working relationships with district staff and public.
- ◆ Communicate effectively, both orally and in writing.
- ◆ Work independently and as a team member.
- ◆ Make sound decisions within established guidelines.
- ◆ Maintain strict confidentiality and respect for privacy.

### **Education and Experience**

- ◆ Any combination of education and experience, which would likely provide necessary knowledge and abilities.
- ◆ High School graduation or tested equivalent.
- ◆ Successful completion of two years of college-level course work in accounting, office administration, human resources, secretarial science, finance, or a directly related field.
- ◆ Five years increasingly responsible experience performing a variety of office and administrative work and records management, and must include at least two years of direct experience in accounting related work.

### **Working Conditions & Physical Requirements**

- ◆ Sit at a desk for long periods of time in front of a computer screen; intermittently twist to reach equipment or supplies surrounding desk; perform simple grasping and fine manipulation; use of telephone and computer keyboard on a daily basis; occasionally lift and carry items weighting up to 20 pounds.

### **Other Requirements**

- ◆ Must be willing to attend Board meetings outside of regular work hours.
- ◆ Possess and maintain a valid California Notary Public Commission (plus, but not necessary).
- ◆ Must have a current and valid California driver's license and good driving record acceptable to and approval by District's Insurance Company.

Adopted: February 8, 2007

Revised: November 13, 2008