

JOB DESCRIPTION

POSITION TITLE: ADMINISTRATIVE ASSISTANT
DEPARTMENT: ADMINISTRATION
ACCOUNTABLE TO: DISTRICT ADMINISTRATOR
STATUS: NONEXEMPT
DATE: MARCH, 2008

PRIMARY OBJECTIVE:

Provide general administrative support for the District Administrator, Technician and Board to insure that correspondence and administrative details are handled in a timely, accurate and efficient manner.

MAJOR AREAS OF ACCOUNTABILITY:

1. Provide administrative assistance to the District Administrator and District Technician to ensure that administrative matters are handled efficiently and according to the priorities set by them.
 - Prepares correspondence, reports and general word processing.
 - Maintains various district files.
 - Schedules and meetings, reserves meeting rooms, etc. Notifies attendees of date, time and place.
 - Answers phones and greets visitors to ensure their questions are answered in a timely manner.
 - Opens, distributes and processes mail.
2. Attends monthly Board Meeting, and prepares and assembles monthly Board reports. After meeting transcribes tapes, notes and types draft of minutes. Makes corrections to minutes after review. Prepares corrected draft and mails to distribution list and board members by the Tuesday preceding the next board meeting.
3. Prepares bi-weekly payroll reports as necessary to insure that information is available and accurate to transmit by deadline to payroll processor.
 - Prepare hours worksheet summary from individual time sheets and fax to payroll processor.
 - Receive and distribute paychecks and supporting reports.
 - Prepare PERA transmittal report and submit with contribution check to PERA.
 - FAX Payroll Summary Reports to accountant.
 - Prepare individual time sheet hours by allocating hours and miles to specific job or project classifications.
 - Enter data into a spreadsheet for allocation of hours and miles. Print out monthly summary of the spreadsheets. Enter data into accounting system in a timely and accurate manner.

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- Prepare bi-weekly transfer of funds to MN Deferred Compensation Account by Internet Transaction, and make appropriate journal entry in the accounting records.
4. Accumulate invoices (claims) and date stamp as received throughout the month and route to the District Administrator for coding to various accounts.
 - After board approval, prepares checks for vendors and other payees. Checks are then prepared in the accounting system, which generates the accounting records.
 - Obtain required signatures and mail.
 5. Maintains office supplies and coordinates office equipment maintenance and operation as needed.
 6. Provides assistance with budget information, updates all accounts in QuickBooks on an ongoing basis, and assists with monthly financial statement.
 7. Prepares, maintains and collates all documents for the annual audit. Coordinates as necessary with the Administrator, District's accountant, and auditor to assist with the audit process.
 8. Perform additional responsibilities and special projects as assigned.

ADDITIONAL PERFORMANCE CRITERIA:

9. Ensures confidentiality, security and safekeeping of all information and records.
10. Develops and maintains a working knowledge of District operations necessary to complete assigned responsibilities in a fully satisfactory manner.
11. Provides professional service to District stakeholders and interacts in a friendly, respectful manner.
12. Willingly assists other employees as needed to ensure efficient workflow throughout the District. Maintains a flexible attitude toward job responsibilities and procedure changes.
13. Participates in educational opportunities to stay abreast of changing technology. Makes recommendations to enhance current technology in the District.

14. Develops and maintains positive, cooperative, working relationships with all employees and stakeholders of the District in contributing to a productive, results orientated climate.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must develop and maintain a working knowledge of the District operations and be able to accommodate job interruptions and still complete responsibilities in a fully satisfactory manner. Must be able to prioritize workload. Ability to diagnose and correct problems. This individual must be able to execute assigned duties with minimal error and within established guidelines. It is also critical to understand the goals and mission of the organization.

EDUCATION/EXPERIENCE:

Graduate from Certificate Program as an Administrative Assistant or equivalent related program or technical college; plus three to five years of experience or equivalent combination of education and experience. Knowledge of basic accounting principles; adeptness in written and oral communication, proficient knowledge of computer software such as Microsoft Word, Excel, and QuickBooks are a must. Minimum typing speed of 45 words per minute expected.

LANGUAGE AND COMMUNICATION SKILLS:

Ability to speak clearly and effectively to others. Listens well to others. Respects opinions of others.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements and does not imply a contract.