



Administrative Assistant

DEFINITION

Under general supervision from the Administrative Services Manager, performs a wide range of accounting support and general administrative work to support District operations; serves as District receptionist greeting visitors in-person and on the phone; establishes and maintains a variety of files, records and documents utilizing standard and digitized filing systems; processes incoming and outgoing mail; and performs special projects and related duties as assigned.

DISTINGUISHING CHARACTERISTICS

Administrative Assistant under general supervision within a framework of established policies and procedures, the incumbent performs a wide range of responsible support tasks in accounts payable, bank reconciliation and payroll assignments and related recordkeeping activities; serves as District receptionist; and performs a wide range of general administrative support work and assigned special projects to support District office operations. Assignments are given in general terms and are subject to periodic review while in progress and upon completion. There is some latitude for independent judgment and action in well-defined areas of work.

The Administrative Assistant is distinguished from the Administrative Services Manager classification that is responsible for the management of District financial and accounting activities, provision and coordination of human resources, information technology and other administrative services in support of District operations and provision of direction and supervision to this classification.

ESSENTIAL DUTIES

TYPICAL DUTIES INCLUDE BUT ARE NOT LIMITED TO THE FOLLOWING:

- Answers phones and greets visitors; responds to general inquiries pertinent to District facilities, services, policies or procedures; and/or directs calls and visitors to appropriate staff according to established policies and procedures.
- Opens, sorts, and distributes incoming mail and receives and distributes incoming faxes, as appropriate.
- Reviews and audits invoices, receiving reports and purchase receipts to support request for payment; reconciles discrepancies; and inputs to automated system for payment approval and processing.
- Reconciles PO numbers with invoices when received; codes purchase data with the appropriate job and/or specific equipment number to track related job and equipment costs.
- Maintains and ensures correctness of employee pay records for payroll processing purposes; prepares and submits CalPERS report; receives and responds to questions from staff and managers regarding payroll.
- Assists with monthly reconciliation of the District's bank statement; enters the monthly reconciliation report into an automated accounting system; and makes bank deposits as directed.

- Sets-up, tracks, locates and maintains a variety of records and documents using standardized manual or digitized filing systems.
- Processes a variety of small to large complex mail-outs on a scheduled and *ad hoc* basis.
- Tracks the office supply inventory and notifies the Administrative Services Manager when replenishment is needed; distributes supplies to shop staff upon request.
- Tracks staff time and expenses; verifies, calculates and posts billing amounts for invoicing purposes.
- Assists the General Manager in the general organization and recordkeeping for incoming permit applications, plans and specifications, photos, engineering reports, studies and other related documents.
- Assists with the compilation of agenda materials for Board of Trustees meeting.
- Assists with the posting of information to District website and social media.
- Works extended shifts, weekends and holidays to assist District Management during emergency operations; maintains records of emergency response activities, coordinates communications from a variety of sources, screens and directs media requests to appropriate District staff; responds to and/or refers public inquiries to appropriate District staff.
- Performs special projects as assigned which may include annually updating and distributing the Emergency Contact List and scanning a variety of records and historical documents to establish a digitized archival system.
- Performs other related work as required.

REQUIREMENTS

Any combination of education and experience that would likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be the equivalent of:

Education and Experience:

High school diploma or equivalent plus at least two (2) years of responsible experience performing a variety of accounting support and general clerical work; specialized training in bookkeeping or accounting is highly desirable.

Knowledge, Skills and Abilities:

Working Knowledge of: effective and appropriate public contact and telephone techniques; modern office practices and procedures including filing and the operation of standard office equipment; standard accounting principles, procedures and terminology; basic financial record keeping procedures and methods; common accounting forms; correct English usage, including spelling, grammar, vocabulary, and punctuation; business mathematics; common computer software applications, including word processing, spreadsheet, and data base applications.

Skill and Ability to: exercise discretion and maintain confidentiality; work independently and make sound judgments within established guidelines; represent the District on the phone and in-

person using good judgment, tact, poise and diplomacy; understand and apply oral and written directions; plan and carry-out moderately difficult clerical assignments; maintain attention to detail and accuracy while meeting critical deadlines; assist with the process of a bi-weekly payroll; audit, analyze, process and reconcile accounts payable documents and records; assist with the monthly bank statement reconciliation and financial and statistical record keeping activities; validate and insure the accuracy of fiscal information and data; make mathematical calculations quickly and accurately; effectively operate a calculator, personal computer and other standard office equipment; learn and effectively utilize the District's automated accounting system and other software applications, including MS Outlook, Word, Excel and PowerPoint applications; establish, maintain and modify filing systems and maintain a variety of detailed and accurate records; communicate effectively, both orally and in writing; establish and maintain effective working relationships; and perform essential duties of the job without causing harm to self or others.

License/Certification Requirements:

- Must possess a valid class C California driver's license and a satisfactory driving record

Working Conditions/Physical Requirements:

On a daily basis, the essential functions of this classification are performed in a controlled-temperature office environment and require the ability to: sit for extended periods of time in front of a computer screen; use finger dexterity and hand strength to perform simple grasping and fine manipulation; use a telephone and operate a computer and other office equipment; hear and speak to verbally exchange information in person and on the phone; see sufficiently to perform assignments; intermittently twist to reach equipment or supplies surrounding desk; and occasionally lift and/or carry items weighing up to 20 pounds.

Created: October 12, 2011

Edited: March 17, 2020

FLSA: Non-Exempt