

SECRETARY/TREASURER ASSESSOR/COLLECTOR

Definition

Under administrative direction; to plan, organize, and direct the financial, accounting, and related administrative functions of the District; to assist the General Manager with the protection of District assets and the maintenance of budget controls; to perform the most complex accounting functions; to invest District funds; to serve as secretary to the Board of Directors, relieving them of a variety of administrative details; to perform difficult and complex office support work; to prepare and distribute the Board agenda; to maintain official records of Board proceedings and actions; and to do related work as required.

Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

A typical way to obtain the knowledge and abilities would be:

Broad and extensive work experience in performing financial analysis, accounting, management information system development, budgeting, and risk management work. At least two years of the experience should have been in a management or supervisory capacity.

Completion of advanced educational training in office administration skills is highly desirable.

Four (4) years of increasingly responsible experience in performing a variety of office and administrative support work, preferably including at least one (1) year in a supervisory or lead position.

Basic Work Hours

Generally from 8:00 a.m. to 5:00 p.m. Work as many hours as required to ensure safe and reliable operation of District facilities.

Compensation

- This job is an “exempt” position and is paid by an annual salary.
- Pay days are semi-monthly.
- Starting Salary is commensurate with experience .
- Salary, commensurate with experience
- Includes health benefits.
- Pension plan.
- Vacation
- Sick leave
- Longevity pay

Examples of Duties

- Serves as the Chief Financial Officer and Comptroller for the District.
- Plans, organizes, directs, and manages District financial, accounting, investment, and related administrative activities.
- Provides advice and consultation on the development of District financial resources, programs and policies.
- Assists the General Manager with long range financial planning, protection of District assets, and maintenance of budget controls.
- Develops and maintains a fully integrated Management Information System, ensuring the availability of necessary financial and statistical information.
- Directs the gathering and distribution of financial data and projections for the preparation of the District budget.
- Assists the General Manager with the analysis, preparation, and presentation of the District budget.
- Performs operations audits of District services and activities.
- Oversees the recording of assets and ensures timely and accurate posting to the general and subsidiary ledgers.
- Directs the development, preparation, and presentation of financial reports and statements.
- Administers the District insurance and risk management functions.
- Serves as a liaison with vendors, contractors, and debtors.
- Has responsibility for proper investment of District funds.
- Performs special analytical studies as directed by the General Manager.
- Coordinates with outside audits of District financial records.
- Gathers and organizes a variety of information and materials for the District Board of Directors.
- Compiles material and other information, preparing and distributing the Board agenda
- Attends Board meetings, developing and maintaining minutes, following as necessary with proper distribution of resolutions and actions.
- Maintains official records of Board proceedings and actions.
- Establishes and maintains a variety of records and files.
- Prepares correspondence, memoranda, and other items as delegated by the Board Members.
- Performs a variety of special studies and prepares reports.
- Makes appointments and maintains appointment calendars for the Board members.
- Answers the telephone and receives office visitors, providing a variety of information about District policies, programs, and functions.
- Checks letters, reports, records, and other items for accuracy, completeness, and compliance with established standards.
- Prepares progress and control charts.
- Updates and maintains expenditure information.
- Operates a variety of office equipment and computers in the performance of work assignments.
- Provides supervision, training, and work coordination for other office support staff.

Typical Physical Activities

- May occasionally travel by airplane and automobile in conducting District business.
- Communicates orally with District Board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Regularly uses a telephone for communication.
- Uses office equipment such as computer terminals, copiers, and FAX machines.
- Sits for extended time periods.
- Hearing and vision within normal ranges.

Employment Standards

Knowledge of:

- Principles and practices of budgeting, accounting, finance, investment, and the development and maintenance of fiscal controls.
- Laws, rules, ordinances, and legislative processes controlling District financial functions and operations.
- Principles and practices of auditing.
- Computerized management information and fiscal systems.
- Risk management and insurance.
- Investment principles and practices.
- Cost estimating and contract administration.
- Public personnel administration, affirmative action, and employer-employee relations.
- Principles of supervision, training, and management.

- Operations, procedures, policies, and precedents of the District.
- Office management principles, operations, and procedures.
- Development and maintenance of filing and recordkeeping systems.
- Agenda preparation and distribution requirements for the District Board.
- Notification and publication requirements for Board actions, ordinances, and resolutions.
- Fiscal recordkeeping.
- Computer systems and software applications related to District management support and administrative functions, including word processing and spreadsheet software, as appropriate.
- Correct English usage, spelling, grammar, and punctuation.

Ability to:

- Plan, organize, coordinate, and direct the financial, budgeting, management information systems, investment, and risk management functions of the District.
- Provide supervision, training, work development and evaluations for District finance and accounting staff.
- Coordinate District budget development and fiscal controls.
- Direct the maintenance of ledgers and journals.
- Oversee the preparation of financial reports and statements.
- Conduct performance audits of District services and functions.

- Maintain responsibility for insurance and risk management functions.
- Communicate well during public presentations.
- Exercise leadership, authority, and supervision tactfully and effectively.
- Perform a variety of complex and responsible administrative support work for the Board of Directors.
- Prepare agenda, minutes, and records for the Board of Directors.
- Provide supervision and work coordination for other District office support staff.
- Perform a variety of office management functions.
- Prepare correspondence.
- Perform research and prepare documents and reports.
- Maintain, update, and insure the accuracy of fiscal records and data.
- Provide advice and consultation to the General Manager on the development of fiscal systems, policies, and assets.
- Effectively represent the District's financial functions with individual citizens, community groups, and other government organizations.
- Type at a rate of 50 words per minute from clear, legible copy.
- Take and transcribe notes and minutes of meetings at a sufficient rate to meet job demands.
- Use computers and applicable software in the performance of office and administrative support assignments.
- Effectively represent the District, including its programs and policies, with the public and other agencies.
- Establish and maintain cooperative working relationships.

All employees work under an at-will status for the Banta-Carbona Irrigation District.

The specific statements shown in each section of this description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.