

# **NORTH BEACH WATER DISTRICT JOB DESCRIPTION**

## **OFFICE MANAGER**

### **GENERAL PURPOSE**

The Office Manager is responsible for managing the District's accounting, human resource, administrative, and computer system operations and functions. Exercises independent judgment and discretion in the performance of the District's operational and administrative needs. Provides varied, complex and (as applicable) confidential administrative support to the General Manager and the Board of Commissioners. Reports to the General Manager.

### **ESSENTIAL FUNCTIONS AND DUTIES**

#### **Board Assistant:**

1. Organizes, establishes and distributes the Board of Commissioners meeting agenda and package. Prepares Board Room for meetings.
2. Attends Board of Commissioner's meetings. Takes notes at and records Board meetings; produces clear, concise minutes for consideration and approval by the Board of Commissioners.
3. Provides administrative support to the Board of Commissioners as needed.

#### **Executive Assistant:**

4. Provides professional, high-level administrative support to the General Manager including:
  - responding to questions and comments from the public in a courteous and timely manner;
  - providing information to public inquiries on routine questions, and directing more complex questions/requests to appropriate staff;
  - scheduling meetings and maintaining an appointment calendar for the General Manager;
  - researching, gathering, and organizing information from District records or other sources;
  - preparing and composing District correspondence and regular reports;
  - proof-reading District correspondence and reports to ensure accuracy, proper use of the English language, and consistency with District policies and rules;
  - coordinating and overseeing assigned programs and implementation of District policies and rules;
  - communicating effectively with the General Manager;
  - performing other administrative duties as assigned.

5. Serves as the confidential assistant to the General Manager; receives and prepares confidential communications and data; participates in confidential meetings.

**Records Management:**

6. Serves as Records Officer under Public Records Act; reviews, considers, consults as necessary with District counsel and responds to public records requests on behalf of District.
7. Maintains a consistent and secure back-up record system for District's vital documents including, but not limited to, resolutions, contracts/agreements, minutes and engineering files.
8. Responsible for developing and overseeing the District's Records Retention Policy. Develops and maintains records management systems. Responsible for the planning and implementation of a comprehensive electronic filing and record retrieval system for the District. Implements and maintains records in accordance with the Washington State Public Records Act.
9. Maintains a file of all bid documents including requests for proposals, advertisements, vender bids, bid tabulations, awards, contracts, contractor correspondence, prevailing wage, and project close outs.

**Leadership/Management/Supervision:**

10. Develops long-term goals and objectives, and short-term work priorities and plans, for the District's business, accounting, human resource and computer system operations and functions.
11. Supervises customer service staff. Trains, develops, assigns and oversees office staff to support them in carrying out their jobs/duties. Participates in the evaluation and disciplinary process with respect to office staff and effectively recommends determinations relating to the same.

**Accounting Area:**

12. Responsible for District's accounting operations and functions, including: maintenance of general and subsidiary ledgers, general journal entries, cash and other account reconciliations, accounts receivable, accounts payable, investment and reserve accounts, and capital, depreciation and inventory schedules.
13. Responsible for establishing, implementing and maintaining a system of internal controls in accordance with generally accepted accounting practices (GAAP) and in accordance with the Washington State Budgeting Accounting and Reporting Systems Manual (BARS).

14. Acts as principle liaison for the District with the Washington State Auditor during annual audits.
15. Analyzes and makes recommendations regarding the District's payroll, accounting and utility billing systems and procedures.

**Business/Financial Area:**

16. Works with the General Manager in the development and finalization of the District's annual budget.
17. Prepares the monthly financial reports for General Manager and the Board of Commissioners.
18. Responsible for operation of the retail customer service functions including account services, utility billing, accounts receivable, cash management, reporting, preparation of liens and recording board approved liens.
19. Conducts special studies involving analysis of complex financial and business matters.

**HR/Systems Areas:**

20. Responsible for the District's human resources functions, including payroll, benefit administration and employee claims management.
21. Responsible for the District's human resource risk management functions, including maintenance of coverage documents, claims processing, and related records and reports.
22. Assists in the administration, response and resolution of employment/labor related issues and complaints.

**Other Areas:**

23. Provides back-up and performs duties of the General Manager, as may be delegated from time to time.
24. Performs special projects for the General Manager, as may be delegated from time to time.

**REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- Think critically to address complex business and accounting assignments;
- Ability to work independently, exercise sound and independent judgment and perform duties with minimal supervision and/or direction.

- Strong written communication skills including the use of proper English, spelling, grammar and punctuation. Ability to compose complex and detailed correspondence and reports accurately;
- Strong verbal communication and presentation skills;
- Ability to deal tactfully and courteously with customers, District staff, and the Board of Commissioners;
- Strong organizational skills;
- Ability to work well and collaboratively with others;
- Ability to complete complex analyses (e.g. define objective, conduct research, collect data, analyze data, derive results, and formulate conclusions and recommendations);
- Subject matter expertise in accounting, especially with governmental accounting principles;
- Subject matter expertise in finance or business economics
- Office methods and procedures, including filing, record keeping and reporting systems
- Strong working knowledge of desktop computers, in particular intermediate-to-advanced proficiency in Microsoft Office applications (Word, Excel, PowerPoint and Outlook). Knowledge of QuickBooks and/or ESRI's GIS software desirable.

#### **REQUIRED TRAINING AND EXPERIENCE:**

Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be:

- Bachelor's or Master's Degree from an accredited university or college with an emphasis in business, accounting, public administration or finance.
- Seven-to-ten years of increasingly responsible experience in business, public administration, accounting, or finance sufficient to demonstrate the ability to perform the required duties.

#### **SPECIAL REQUIREMENTS**

- Possession of a valid Washington State Driver's license, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier;
- Must be able to qualify for fiduciary bonding;
- Must be available to work evenings, weekends, or holidays when required.

#### **ESSENTIAL PHYSICAL ABILITIES**

A person employed in this position must be able to:

- Sit for extended periods of time;
- Perform minor physical activities which involve bending, lifting and reaching;

FLSA STATUS

Non-exempt

Wage Tier Schedule - Effective January, 1 2018

Tier	Monthly Salary
1	\$3,264
2	\$3,378
3	\$3,497
4	\$3,619
5	\$3,745
6	\$3,914
7	\$4,090
8	\$4,274
9	\$4,467
10	\$4,668
11	\$4,878
12	\$5,121

Employee Name: \_\_\_\_\_

Employee Tier: \_\_\_\_\_

Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_

General Manager's Signature: \_\_\_\_\_