

## **1.6 ADMINISTRATIVE ASSISTANT**

Must:

1. Report to the General Manager and WCSD Board of Directors.
2. Be responsible for a full range of financial record keeping transactions including accounts receivable, accounts payable, utility billing, and collection.
3. Perform the full array of duties assigned by providing responsible, secretarial and administrative support.
4. Demonstrate a full understanding of all applicable policies, procedures and work methods associated with assigned duties.
5. Maintain cash receipts as well as copies of all bank deposits.
6. Generate invoices, update billing and payment information in customer accounts.
7. Generate statements and other collection documentation.
8. Manage and audit all records.
9. Receive and process payments on account and service connections.
10. Prepare and present financial records of customer accounts for annual audits.
11. Manage accounts payable in accordance with WCSD policies.
12. Assist management staff with operation of accounting system and accounts receivable.
13. Reconcile accounting records.
14. Prepare Board agenda packets including researching and preparing reports for meetings.
15. Perform secretarial duties such as generating correspondence for the District & Board of Directors.
16. Order office supplies and keep inventory of all supplies and equipment.
17. Process mail, copies, files and related work as required.
18. Maintain public records.
- 19.. Operate under the guidelines of the WCSD Policies.
20. Exhibit a high customer service priority.
21. Assist the General Manager and Administrative Manager with duties requested.

Position Requirements:

Must:

1. Take required Code of Ethics training AB1234 every 2 years, funded by WCSD, and any other class required by the Board of the WCSD.
2. Have regular attendance at WCSD board of director's meetings; absent only when there is good cause.
3. Have at least 5 years' experience in community service district management unless approved by the Board of Directors.
4. Salary range: \$20 to \$25 an hour based on experience, or Board approved monthly salary based on hourly requirements.