

Summit Soil and Water Conservation District Position Description

Position Title: Administrative Assistant
Reports To: District Program Administrator
Employment Status: Full-time
Classification: Administrative/Clerical

Position Summary: The Administrative Assistant (AA) is an administrative, clerical and financial position responsible for processing accounts payable, receivable and payroll, employee files, public records and other administrative duties assigned. This position is directly responsible to the District Program Administrator (DPA) and shall implement the policies and programs of the District.

Essential Duties and Responsibilities:

1. Manage and Track accounts receivable, prepares deposits, and financial reports. Thoroughly understands the proper use of county and state funds, District fund, and Special fund. Prepares monthly financial statements, pays all bills, receipts all incoming monies and deposits. Reconciles monthly and yearly with banks and county auditor.
2. Manages and tracks account payables including invoices, W-9s, vendor relations, fee collection, process payments with the appropriate review and approval in accordance with the financial policy and procedures, and administrative handbook.
3. Assist the District Program Administrator (DPA) with preparing yearly budget provided by the Summit County Budget and Management Office and other information required by the County.
4. Works with the DPA and the Board Treasurer to ensure proper financial records are submitted in adequate time. This includes Form 11, Cash Basis report, Hinkle System and other documents or forms as required by the Division or the Ohio Soil and Water Conservation Commission (OSWCC).
5. Prepare all monthly board and special meeting agendas and types minutes following meetings. This position is required to attend all board meetings during or outside normal business hours.
6. Manage and process payroll, beehive, timesheets and submitting proper forms to the County, maintain leave balances and employees OPERS service time.
7. Manage District files such as but not limited to, personnel, new hire, applications, vehicle reports, equipment and inventory, daily mail, general email box and voicemail box, and other records.

8. Assist the DPA with policy and procedure updates.
9. Assist the DPA and Board with planning and coordinating the annual meeting, elections, managing election forms and submitting to the Division prior to deadlines, managing ballots, and organizing other District related events.
10. Assists the Education Specialist and the District with items for resale, newsletter and workshops.
11. Create and maintain all site applications, site plans and project folders. Maintain project folders, file hard copies of letters, revised plans, and invoice fees as requested by technical staff.

Additional Requirements and Duties:

1. Demonstrate regular and predictable attendance.
2. Actively promote conservation initiatives and the mission of Summit Soil and Water Conservation District.
3. Meet all policies and procedures, job safety requirements, and maintain a clean, sanitized and safe office environment.
4. Communicate daily with the DPA and provide updates on project status.
5. Attend training sessions, classes, meetings or workshops as assigned by the DPA or the Board during or outside normal business hours.
6. Perform other duties and responsibilities as assigned by the DPA.
7. Assists individuals, public and staff without regard to race, religion, gender or national origin.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:

Candidates must have a minimum of an associate degree, 5-years related experience in Office Administration or a combination of both with coursework including clerical, accounting and computer operation or similar related field. Computer skills, including operation of Microsoft Office Suite program and financial software programs are necessary

LICENSURE OR CERTIFICATIONS:

Valid Ohio Driver's License, this position is bonded through the Wichert Insurance Company.

Language Ability:

Ability to write routine reports and correspondence.

Math Ability: Ability to add and subtract, multiply, divide, and perform basic algebra.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills:

To perform this job successfully, an individual should have knowledge of word processing, spreadsheets, data base, Microsoft Office and Peachtree Accounting, Arcview/GIS software, graphics programs, and internet software along with computer maintenance is desired.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job the employee is regularly required sit, stand, and speak or hear. The employee must occasionally lift and/or move up 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Competency:

To perform this job successfully, candidates for this position will require:

Learning Index - Ability to learn quickly and understand complex information without difficulty.

Verbal Skill - Ability to communicate effectively in a variety of settings. Verbal reasoning ability to analyze and make reliable interpretations of complex verbal information.

Numeric Reasoning - Ability to utilize numerical data in making decisions.

People Service - Ability to be motivated by helping others.

Energy Level - Ability to respond to demands on time.

Attitude - Ability to demonstrate a positive attitude, respect.

Independence - Ability to work independently and be self-motivated.

Time Management - Ability to work efficiently and prioritize job tasks, be punctual and plan accordingly.

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent.

I UNDERSTAND THE REQUIREMENTS AND SPECIFICATIONS FOR THE POSITION AND CERTIFY THAT I HAVE THE QUALIFICATIONS THAT ARE NECESSARY TO FILL THE POSITION AND PERFORM THE REQUIRED DUTIES AND RESPONSIBILITIES.

Employee Signature

Date

District Program Administrator

Date

In order to provide equal employment opportunities to all individuals, employment decisions in the District will be based on merit, qualifications, and abilities. The Summit Soil and Water Conservation District does not discriminate in employment opportunities or practices on the basis of race, color, sex, age, religion, national origin, ancestry, veteran status, disability, sexual orientation, gender identity or any other characteristic to the extent protected by law.