

Date: 2022

Position: Executive Assistant to DirectorNature of work:

In charge of all Administrative Support Systems, including all accounting, accounts payable/receivable, and payroll functions of a public sewer collection system servicing 2000+ connections within a 6-township + 1-village district. This person reports to and lends assistance to the Director, however, performs 85% of work unsupervised. Responsible for but not limited to:

- Preparation of on-going financial statements and monthly reporting.
- General oversight for the billing and receipting systems and for Office Assistants.
- Front Office Management + Public relations
- Administrative support to the Director and Board of Directors + to Field Staff.
- Planning, Policy and Global Authority management assistance to the Director.
- General coordination of field personnel for certain public relations + response.
- Yearly audit report and presentation to the Board.
- Issues permits and responds to public inquiries using technical maps and drawings.
- Provides written communication related to taking minutes of public meetings and responding formally to daily public inquiries.

Examples of work:

- Handling all accounting functions, invoicing, disbursements, banking/payroll functions.
- Oversees billing functions and performs these upon absence of Office Assistant.
- Creates, maintains, and updates e-filing system + permit forms to handle new connections.
- Creates, maintains, and updates various spreadsheets for project/customer tracking.
- Map interpretation and field-work coordination on a regular basis,
- Correspondence related to public inquiries and/or Board inquiries and responses.
- Meeting of public at front desk for walk-in bill payers and other inquiries.
- General Office management, personnel data + management tracking, supplies, etc.
- Assist Director with planning and policy; reviews and interprets policy decisions.
- Coordinate office supply contractual management, orders, and repair functions.

Required knowledge and abilities:

- General office ethics, etiquette, and public relations.
- Verbal + written communication skills -- employees, public, Board of Directors, etc.
- Computerized bookkeeping, accounting, payroll, payables and receivables skills.
- Ability to utilize + understand technical drawings, GIS computer, maps + documents.
- Ability to maintain statistical data and miscellaneous reports on spreadsheets.

Minimum Qualifications:

- Demonstrated proficiency in accounting and with computerized accounting software.
- 2-year Associates degree in Accounting, Business, or related field, or alternatively, continuing ed credits in accounting, audit reporting, accounting standards = 40 hours per year.

Desirable Qualifications:

- Knowledge of Township functions, parcel mapping, tax roll and assessment roll.
- Ability to utilize GIS computer access / data reporting / interpretation.
- Ability to review and interpret financing alternatives for capital improvement projects.

Acknowledgement: _____ Date: _____

The above signed employee hereby certifies that he/she had the opportunity to review the above revised job description.