



Upper Wabash River Basin Commission

A separate municipal corporation established in 2001 under IC-14-30-4 to serve the area in Huntington, Wells, Adams and Jay Counties drained by the Wabash River watershed.

JOB OPENING

Administrative Secretary/Fiscal Officer

This is a part-time working position with historically 10-20 hours needed per month. The Administrative Secretary/Fiscal Officer is responsible for performing all administrative and financial duties of the UWRBC with limited supervision.

DUTIES & ESSENTIAL JOB FUNCTIONS

(for a complete list, contact the UWRBC at upperwabashriverbc@gmail.com)

- **Attend UWRBC meetings and record the minutes of the meeting.**
- Prepare agendas, minutes and other meeting items for all UWRBC meeting at least one (1) week prior to the meeting.
- Perform all financial duties of the UWRBC in accordance with the State Board of Accounts *Uniform Compliance Guidelines Manual* and *Accounting and Financial Regulatory Reporting Manual*.
- Submit all required documents for monthly and yearly Gateway uploads as required by state statute.
- Prepare, reproduce, and mail/e-mail all UWRBC correspondence to Members.
- WEBSITE & other social media sites: maintain, update, and create a digital presence for the UWRBC
- File and maintain UWRBC records.
- Provide State Board of Accounts documents for audit every 4 years.

QUALIFICATIONS – KNOWLEDGE & SKILLS

- Reliable and dependable with high attention to detail.
- Ability to manage multiple projects.
- Good communication skills - ability to write and speak to individuals and groups.
- Experience with doing the numbers - bookkeeping, accounting, and/or payroll.
- Experience with government operations and reporting requirements preferred.
- Experience with websites and social media preferred.
- Proficient in Microsoft Word, Excel, E-mail, and other desktop applications.
- Ability to pass federal background check.

While the Administrative Secretary/Fiscal Officer isn't a voting member of the UWRBC, this person will have a voice at the table to offer advice, guidance, and ideas.

**PLEASE SEND RESUME TO upperwabashriverbc@gmail.com
WITH SUBJECT HEADING OF "JOB OPENING"; THANK YOU!**