

# **NORTH BEACH WATER DISTRICT**

## **JOB DESCRIPTION**

### **OFFICE MANAGER**

**SALARY SCHEDULE \$3,205/\$3,291/\$3,378/\$3,464/\$3,551/\$3,637/\$3,723/\$3,810/\$3,896 PER MONTH PLUS BENEFITS**

#### **DEFINITION**

Under administrative direction from the General Manager, is responsible for performing the more complex and advanced financial recordkeeping and analysis of the District. Prepares minutes, financial documents, and Board packets in preparation of meeting of the Board of Directors. Performs human resources functions for the District. Provides secretarial and office administrative support and may handle confidential matters or be assigned to special projects. Manages a small office staff.

#### **JOB RESPONSIBILITIES:**

(Any one position may not include all duties listed, nor do the examples listed cover all duties that may be performed.)

Responsible for the preparation of Board packets for Board of Director meetings and all necessary backup material; responsible for maintaining permanent records of the District including: minutes; conflict of interest statements; District ordinances and resolutions; meeting notices; personnel records; financial records; human resources correspondences; and other pertinent records; writes and reviews correspondences requiring a through knowledge of District procedures; assists in the preparation of yearly budgets and audits, personnel policies and procedures, and other special projects as assigned; manages the operation and performance of office staff. This is a FLSA overtime exempt "at will" management position.

#### **DESIRABLE QUALIFICATIONS**

##### Knowledge of:

Principles, methods and terminology employed in financial recordkeeping work; demonstrated knowledge of bookkeeping practices and procedures; advanced theory and methods of data processing systems; modern office practices and procedures and the operation of standard office equipment; proper supervisory methods and techniques; legal notice requirements for government record keeping; human resources recordkeeping.

##### Ability to:

Operate PCs, business office machines and data entry terminals; deal tactfully and courteously with customer inquiries; prepare financial reports and maintain financial journals; provide management of a small office staff; establish and maintain cooperative relationships with those contacted during the course of work; attend all meetings of the Board of Directors; may include but not limited to standing, climbing, walking, lifting, bending, pulling and/or pushing, grasping, reaching, stooping and crouching, sitting, typing, walking, reading, writing, color determination, speaking and listening for extended periods of time.

Education and Experience:

Ten years of experience in customer service and bookkeeping, including the operation and use of relevant equipment or any combination of education and/or experience that could likely provide the required knowledge and abilities, with a minimum of five years as supervisor; high school diploma or equivalent; college level accounting education is desirable.

License:

Possession of an appropriate Washington Class C driver's license with satisfactory driving record as determined by the District.