**POSITION DESCRIPTION**

**Title**: Office Manager

**Exempt/Non-Exempt**: Non-exempt

**Reports To:** Manager

**Pay Grade/Range**: $25-$28/hr. DOE

**Effective Date**: January 14, 2022

New position  Position change Updated

**General Position Summary:**

The Office Manager provides a wide variety of bookkeeping, administrative and clerical tasks related to the general operations of the district. The Office Manager will also serve as the clerk of the Board of Directors.

**Essential Functions/Major Assignments:**

**Customer service administration, including but not limited to:**

* Prepares annual water user Assessment billings.
* Reviews billings for accuracy and conducts necessary research to resolve problems.
* Accepts and posts payments.
* Prepares and delivers bank deposits as needed.
* Processes delinquency notices, shut-offs and re-connects, new accounts, and other work orders.
* Calculates and prepares pro-rated billings as necessary.
* Responds to questions from the public in person, over the telephone, and through written correspondence regarding accounts and other general information.
* Receives office visitors; ascertains nature of business, responds to routine questions, or makes arrangements to see the proper person.

**Office management, including but not limited to:**

* Performs accounting and bookkeeping tasks necessary to process District payroll and associated reports and filings.
* Prepares accounts payable and accounts receivable for the bookkeeper.
* Maintains filing for contracts, office staff records (payroll, leave accruals, etc.), and incoming and outgoing correspondence.
* Performs various clerical tasks in support of department functions, e.g., photocopying, filing, answering telephone.
* Organizes and archives old or inactive files according to records retention requirements.
* Prepares various financial reports, e.g., preliminary budget figures, budget variance, fund balances, outstanding check register, trial balances, and other financial information.
* Types and composes general correspondence, minutes, resolutions, summaries, reports, advertisements, contracts, forms, and other documents from rough draft, recording tape, and verbal instruction.
* May provide training, orientation, information, and assistance to new personnel regarding District policies and procedures.
* Prepares Board packets and attends regular monthly Board meetings.
* Prepares for and attends other or special Board meetings when scheduled.
* Acts as recording secretary for Board of Directors and related meetings. Prepares agenda items, minutes, and other related documents to present at regular Board meetings for Board approval.
* Prepares monthly financial reports for Board meetings.
* Prepares and submits annual budget documents as directed by the Board or the Manager.
* Maintain statistical information and historical and updated budget figures.
* Maintain an adequate level of office supplies and enable efficient use of supplies.

**Secondary Assignments**

* Maintains work areas in a clean and orderly manner.

**Irrigation District specific Functions:**

* Water rights transfers and GIS data reconciliation.
* Work with District Manager on grant writing and reporting.
* Communicate District updates via District website/social media.

**Interpersonal Contacts:**

* Will have regular communication inside and outside the organization to exchange ideas and gather information.

**Specific Job Knowledge, Skill, and Ability:**

**Knowledge of:**

* Public meeting and record-keeping laws and procedures
* Budget process, including calendar, laws, and guidelines
* Customer service principles
* District rules and policies
* Personnel record-keeping practices

**Skill and Ability to:**

* Ability to effectively edit letters, documents, etc. for grammatical and spelling accuracy.
* Strong working knowledge of MS Word, Excel, Outlook, etc.
* Ability to learn and utilize specific software utilized by the district for billing, as well as any other required software.
* Skill and ability to research as necessary to obtain information for reports, projects, and meetings.
* Skill and ability to perform accurate mathematical calculations.
* Skill and ability to understand and follow all safety rules and procedures established for work areas.
* Must be able to work independently to solve problems and seek assistance if and when required.
* Must be able to communicate effectively with co-workers, the Board, and with the public.
* Must have skills in working with website updates and various social media such as Facebook.

**Education, Experience, and Certification/Licensure:**

**Required**

* High School diploma or equivalent
* Three years of related office experience performing similar job functions, including accounts payable and accounts receivable.
* Advanced knowledge of accounting/bookkeeping, general accounting practices.
* Previous experience with the administration of payroll.

OR

* An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job

**Desired**

* Associates degree in Accounting, Office Administration, or closely related field.
* Experience with water rights/water law and grant writing.

**Job Conditions:**

* This position operates in a typical office setting.
* The work schedule is Monday through Friday during regular office hours.
* Routinely uses standard office equipment, especially computers and mobile devices
* While performing the duties of this position, the employee is frequently required to sit, stand, kneel, communicate, reach, and manipulate objects, tools, or controls.
* The employee must occasionally lift or move office products and supplies, up to 25 pounds.

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Employee Signature Date

(*The signature of the employee indicates this document has been read and is understood.)*

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Supervisory Approval Date

(The signature of the Supervisor confirms the assignment of work to the employee.)