

Scappoose Drainage Improvement Company Employee Position Description

Position Title: Office Administrator

Purpose of Position:

The Scappoose Drainage Improvement Company is responsible for providing flood control and drainage for over 5,000 acres. This is accomplished through a levee system and a series of drainage canals and pumping systems. The Office Administrator is responsible for timely and efficient office administration and accounting functions in support of daily operations of the district and the SDIC Board of Directors.

Distinguishing Characteristics

This position is the point person for all accounting and administrative functions of the district.

Essential Position Functions and Responsibilities

- Performs timely and efficient accounting and administrative duties,
- Responds to correspondence as needed,
- Ensures the General Manager is aware of issues or concerns that have potential to impact the SDIC,
- Processes invoices using QuickBooks bill paying system,
- Prepares reimbursable expense accounting,
- Reconciles bank accounts monthly,
- Prepares monthly and quarterly payroll accounting,
- Prepares monthly financial reports for the General Manager to present at Board meetings,
- Handles insurance matters,
- Prepares board packet information for timely distribution prior to the meeting,
- Attends Board meetings and takes minutes of meetings,
- Performs follow up work at the completion of each Board meeting as requested,
- Prepares information necessary for tax preparation,
- Produces year end close financials at the end of each fiscal year,
- Prepares year end 1099's and W-2's,
- Responsible to gather appropriate data and prepares annual tax assessments for submission to the County,
- Maintains email and all other SDIC documents in accordance with acceptable State of Oregon Archival standards and schedules,
- Works with the General Manager to develop an Administrative Standard Operations Procedure Manual,
- Performs other duties as requested by the General Manager.

Education and Training

- Maintains certifications and licenses as required,
- Attends other training as requested.

Minimum Qualifications

Demonstrated results in an administrative position where accounting duties were a primary responsibility,
Knowledge of, or experience working with, public boards and agencies helpful,
Working knowledge of the Microsoft platform and QuickBooks,
Ability to communicate effectively both verbally and in writing to a wide range of individuals and groups,
Ability to work closely with members of the public and district Board members and staff,
Ability to be self-motivated and work with minimal supervision.

Minimum Education and Experience:

Two years of college in a related field, and experience working with a public agency and board, or any satisfactory combination of education, experience, and training which demonstrate the knowledge, skills and abilities to accomplish the Essential Position Functions and Responsibilities listed above.

Working Conditions:

Work is performed in an office environment.

Supervisory Responsibilities:

None.

Supervision Received:

Works under the direction of the General Manager.

Part-time, 10 – 15 hours per week.

Approved by SDIC Board on September 18, 2020.