

# Cachuma Operation and Maintenance Board

2022

## Administrative Assistant II

### DEFINITION

Under general supervision, provides administrative and professional clerical support; performs backup role on a variety of accounting and recordkeeping tasks to the Cachuma Operation and Maintenance Board (COMB) and management staff; assists the Administrative Manager / CFO in all aspects of professional administrative functions as needed; performs related duties as assigned.

### CLASS CHARACTERISTICS

The Administrative Assistant (AA) II classification is responsible for performing general accounting tasks including, but not limited to, month end close, journal entries, processing accounts payable, preparing bi-weekly payroll and affiliated reports in cooperation with contracted payroll company, preparing bank deposits. The position is also responsible for performing clerical and administrative tasks including, but not limited to, preparing agendas, minutes, memorandums, letters and various Board correspondences, office systems technical assistance, answering the telephone and fielding inquiries as needed; preparing correspondence. This position provides necessary administrative support to management and staff. This position reports to the Administrative Manager/CFO.

**EXAMPLES OF DUTIES** – Duties may include, but are not limited to the following:

#### **Accounting / Audit / Budget:**

- Capable of performing general accounting duties for the Cachuma Operation and Maintenance Board (COMB) in accordance with established policies and procedures.
- Ability to process accounts payable; prepare bank deposits; process wire transfers; purchase order and contract tracking; prepare a variety of routine reports, records, forms and spreadsheets as required.
- Assists the Administrative Manager /CFO with accounts receivable invoices. Applies deposits against receivable transaction and reconciles sub ledger accounts.
- Assists with month-end close process, journal entries, balance sheet reconciliations and financial statement preparation.
- Locates, compiles and provides financial data for budget preparation and annual audits as requested.
- Gathers information from a variety of sources for the completion of forms or preparation of reports; contacts individuals to obtain additional information.
- Prepares and distributes IRS 1099 forms and other various tax related forms.
- Performs tasks and special projects as assigned by the Administrative Manager / CFO.

**Payroll / Benefits**

- Receives employee bi-weekly timesheets and prepares payroll batch for outside payroll firm.
- Reviews bi-weekly payroll reports and quarterly tax filings for accuracy.
- Maintains payroll spreadsheet for monthly journal entry process.
- Tracks and processes health insurance and pension benefit payments.
- Maintains employee vacation/sick leave spreadsheets.
- Prepare ad hoc reports, as assigned.

**Procurement / Contract and Grant Support:**

- Assists Administrative Manager / CFO with management and tracking of various procurement instruments including: Standard Purchase Orders, Purchase Order Agreements, Professional Service Agreements, Project Contracts (Bid Documents), Change Orders and Certificates of Insurance.
- Assists with the management of construction projects including coordination and tracking consultants, contractors and suppliers and related costs.
- Maintain budget and cost tracking spreadsheet for infrastructure improvement projects and habitat improvement projects.

**Board Administration:**

- Prepares and distributes COMB Board meeting agendas and packets, board resolutions, records and transcribes meeting minutes and directives prepares various Board correspondences; sets up meeting rooms; attends, records and transcribes meeting minutes for other committee / board meetings as assigned.
- Prepares, processes and/or updates various charts, forms, records and other documents as necessary.
- Types, proofreads and/or edits various documents from drafts, notes, dictated tapes or brief instructions, which may include correspondence, reports, records, forms, meeting minutes, etc.; compose routine correspondence and other documents as required.
- Monitors and maintains agency website by updating on a regular basis for any new information or changes.
- Establishes, maintains and updates accurate, complete records and files as assigned
- Assists with Agency filing and reporting requirements such as Conflict of Interest (CA Form 700), Agency Report of Public Official Appointment (CA Form 806), etc.

**General Administration:**

- Assists in updating and maintaining administrative manuals, policy creation and standard operating procedures.
- Assists with safety compliance and procedures. Ensure employee compliance with applicable safety rules and regulations.
- Assist with the tracking and compliance of staff training and general education / license requirements.
- Gathers information from a variety of sources for the completion of forms or preparation of reports; contacts individuals to obtain additional information.
- Makes travel arrangements, schedules meetings and arranges for meeting places as necessary for staff.
- May greet and assist office visitors; answer the telephone; provide accurate information and/or forwards calls to appropriate staff person; takes messages as necessary.
- Performs other routine administrative duties as required including, but not limited to entering computer data, copying, scanning and filing documents, sending and receiving faxes, processing mail, organizing office procedures, ordering and maintaining office supplies, relaying communication and messages to field personnel, attending staff meetings and preparing staff meeting minutes.
- Operates a variety of standard office equipment, including computers, printers, typewriter, copier, adding machine, postage machine, fax machine, telephone, dictation machine, etc.
- Assists in maintaining a clean, orderly work environment; ensures the proper and timely maintenance of office equipment.

**MINIMUM QUALIFICATIONS**

Knowledge of:

Information systems technology and specific applications for financial and administrative record-keeping and reporting.

All pertinent federal, state and county laws and regulations, agency policies and procedures pertaining to assigned areas of responsibility.

Proficient in the use of various computer software such as Microsoft Office Suite.

Modern methods, practices and procedures of record-keeping.

Basic accounts payable and payroll processing.

Basic mathematics.

Proficient use of English language, spelling, grammar and punctuation. Report, memorandum and letter writing techniques.

Ability to:

Learn, understand, interpret and apply policies and procedures, and pertinent federal, state and local laws, rules and regulations pertaining to assigned areas of responsibility.

Multitask in an extremely fast-paced environment.

Showcase commitment to the mission and goals of the organization.

Understand and follow oral and written instructions.

Prepare and maintain accurate reports and records.

Set priorities for and perform work in a busy office environment with periodic interruptions.

Type, enter data and transcribe accurately and at speeds necessary for the successful completion of duties.

Collect and compile data, and prepare reports using such data.

Effectively use computer programs for administrative record-keeping and reporting.

High energy level, creativity and flexibility. Ability to work within a team environment.

Establish and maintain effective working relationships with those contacted in the course of work.

Communicate professionally and effectively both orally and in writing.

Safely operate a variety of office equipment.

Maintain confidentiality as required.

Receive the public professionally in person or over the telephone.

Education:

Associate degree in business administration or closely related field preferred.

Experience:

Five years of experience performing general accounting and administrative tasks.

Other Requirements:

Possession of a valid California driver's license and an insurable driving record.

Must pass a pre-employment physical, which includes drug screening.

**TYPICAL PHYSICAL REQUIREMENTS**

*The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Requires the ability to sit at desk for extended periods of time and intermittently walk, stand, climb, stoop, kneel and reach while performing office duties; lift and/or move up to 15 pounds frequently and 25 pounds occasionally; move and arrange equipment and furniture; use hands to finger, handle, feel or operate objects, tools and controls. Must be able to maintain effective audio-visual discrimination and perception needed for making observations, communicating with others, reading and writing, and operating office equipment. Must be able to use a telephone to communicate verbally and a keyboard to communicate through written means, to review information and enter/retrieve data, to see and read characters on a computer screen.