



JOB TITLE: Executive Administrative Assistant
DEPARTMENT: Administration
REPORTS TO: Administrative Services Manager and District Manager
FLSA STATUS: Non-Exempt

SUMMARY OF POSITION

This position is responsible for performing a variety of administrative duties including clerical support for the Board of Directors and District Manager. This position is also responsible for performing accounting functions and processing accounts payable. Work is performed under the direction of the Administrative Services Manager and the District Manager. This is a District Safety-sensitive position in accordance with Arizona law.

ESSENTIAL FUNCTIONS

Performs duties and responsibilities commensurate with assigned department which may include, but are not limited to, any combination of the following:

- Performs all administrative duties for District Manager and Board of Directors.
- Serves as assistant secretary to the Board of Directors, posts meeting notices and agendas, and attends all Board meetings. Prepares meetings and transcribes minutes for Board meetings and executive sessions.
- Prepares Board resolutions.
- Administers all activities related to Board elections.
- Assists District staff with various clerical tasks.
- Responsible for the organization, account coding, computer entry and payment of accounts payable.
- Assists District Staff with purchasing, including researching and placing orders as needed.
- Initiates journal entries necessary to close accounting periods.
- Assists Administrative Services Manager in month-end accounting procedures.
- Maintains log of active government purchasing contracts available for District use.
- Responsible for postage meter fund maintenance and reporting.
- Responsible for records management in accordance with state record retention requirements and District policy.
- Responsible for the recording of liens with Maricopa County.
- Processes W-9, 1099 forms and liability insurance documentation for vendors.
- Assists with coordination and tracking of District Safety and training programs.
- Maintains office supply and safety supply inventories.
- Maintains records of vehicle inventories.
- Processes work order resolution comments and prepares monthly complaint and work order log reports.
- Acts as liaison with uniform company to ensure accurate delivery of product and invoicing.
- Prepares and develops standard forms.
- Assists Administrative Services Manager and District CPA in accounting projects.
- Drives District vehicles in accordance with District policy as needed.
- Performs other tasks as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of District policies and procedures.
- Knowledge of general office practices and procedures.
- Knowledge of basic accounting practices and procedures.
- Knowledge of public meeting requirements.
- Knowledge of applicable election rules, regulations, and laws.
- Proficient typing and filing skills.
- Ability to operate various office machines such as a personal computer, facsimile machine, copy machine, adding machine, and scanner.
- Proficient knowledge of various computer software applications including Adobe Acrobat and Microsoft Business products such as Excel, Word, PowerPoint, and Outlook.
- Strong customer service skills.
- Strong organizational skills and ability to prioritize multiple tasks.
- Ability to communicate with all District staff, vendors, and the public in a professional manner, even under adverse circumstances.
- Ability to understand and follow oral and written instructions in the English language.

WORK ENVIRONMENT AND PHYSICAL DEMANDS

- Work is primarily in an office environment and is performed with possible exposure to environmental conditions associated with operation of a water reclamation facility.
- While performing the duties of this job, the employee is regularly required to talk and hear.
- Sufficient strength to occasionally lift and/or move items up to 25 pounds.
- Ability to sit or stand for extended periods of time at a workstation typing on a keyboard, reading a computer screen, and operating a variety of standard office equipment requiring continuous or repetitive arm and hand movements and close vision work.
- Visual and muscular dexterity to operate a vehicle and a computer.

REQUIRED CREDENTIALS, EDUCATION AND WORK EXPERIENCE

- This position requires a minimum of five years of accounting and office clerical experience.
- Intermediate proficiency with computer software such as Adobe Acrobat and Microsoft Office products including Outlook, Word, and Excel.
- High school diploma or GED equivalency.
- Some further business training/education at the college level.
- Knowledge of clerical accounting principles and practices and computerized financial systems.
- Other combinations of education and experience will be considered.

ADDITIONAL REQUIREMENTS

- This is a safety sensitive position that must pass a post offer/pre-employment drug screening and background check.
- This position is subject to random drug and alcohol testing throughout the period of employment in accordance with the District's Drug-Free Workplace Policy.
- This position requires the use of District vehicles for business. A valid, unrestricted driver's license with no major citations within the past 39 months prior to the start date is required.

EQUAL OPPORTUNITY EMPLOYER

FHSD is an equal opportunity employer. FHSD shall employ, without discrimination as to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential job functions.

DISCLAIMER

Some incumbents may not perform all the duties listed or may perform related duties as assigned. This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the position change.