

Sample Administrative Assistant Job Description

Introduction

The employee for this position is an employee of and is responsible to the Blue Sky Conservation District Board of Supervisors. The employee shall possess a current driver's license and be insurable under the District's insurance policy. The District Manager is responsible for the day-to-day operations of the district and the coordination, organization and timelines of meeting all district goals; therefore, personnel will coordinate and communicate all district business through the District Manager. Communications must go to District Manager prior to being heard by the district board.

All programs and information developed by the employee in this position are the sole property of the Blue Sky Conservation District. Employment is at the discretion of the Blue Sky Conservation District Board of Supervisors.

Principal Duties

1. Completes monthly payroll, W-2s, 1099s and electronic payroll tax deposits. Completes monthly Wyoming Department of Revenue sales tax, Wyoming Worker's Compensation, Wyoming Retirement System and Wyoming Retirement System-Prudential life insurance reports. Completes quarterly 941 Internal Revenue Service payroll tax and Employment Resources Division unemployment insurance.
2. Categorizes all accounts payable, writes checks, completes vouchers and presents to the Board of Supervisors and the District Manager for signature. Processes accounts payable, files vendor copies and financial vouchers and mails bills. Manages district's petty cash fund. Completes mileage and postage reports on a monthly basis. Completes bank reconciliation for checking and savings accounts.
3. Coordinates and assists accountants with completing the district's annual financial audit.
4. Compiles budget requests and reviews with District Manager to develop overall proposed district budget. Presents proposed budget to the Board of Supervisors for approval. Administers the annual district budget, once approved. Schedules budget amendment hearings and completes amendments as needed. Types special district budget form and submits to the Wyoming Department of Agriculture and Blue Sky County Commissioners.
5. Updates annually seedling tree order form. Mails tree order requests to customers. Processes seedling tree orders and completes and tracks tree order summaries to the nursery. Maintains customer computer list for tree purchases. Tracks inventories and updates seedling tree order forms. Coordinates tree delivery and distribution. Takes requests for replacement trees. Calls customers when trees are available.
6. Submits a financial statement and updated district budget report on a monthly basis to district staff and the Board of Supervisors to keep them informed of the financial status of the district.
7. Writes receipts for all income and enters into computer accounting program. Completes bank deposits as needed. Sends customer invoices for accounts receivable and sends monthly statements.
8. Proofreads documents as requested.

9. Maintains all computerized district mailing lists.
10. Performs receptionist duties for the Blue Sky Conservation District, including answering the telephone and directing the caller to the proper source. Greets customers as they enter the building and directs them to the proper place.
11. Attends monthly District Board meetings. Attends State Convention and Area Meeting annually. Attends other meetings, as directed.
12. Maintain district filing system, manage office, including taking inventory and ordering supplies as needed.

Required Knowledge, Skills and Abilities

1. Works well with people, both the general public and employees of federal, state, county and city agencies
2. Good communication skills, both verbal and written
3. Experience with computers, including experience with Microsoft Office programs, QuickBooks Pro and desktop publishing
4. Ability to type at least 60 wpm
5. Agricultural background and or agriculture-related exposure through schooling or work experience to understand resource terminology.
6. Administrative and organizational skills.
7. Willingness to learn and advance education through attending training workshops and meetings.
8. For travel involved in job, ability to be away from home occasionally overnight and for longer than normal workday; valid driver's license required.
9. High School diploma; Bachelors degree in resource education, agriculture, business or engineering preferred
10. Develop an understanding of the relationship between the Conservation District, Natural Resources Conservation Service and other cooperating agencies.
11. Ability to work independently

Supervision

The Blue Sky Conservation District will establish priorities. Supervision will be under the direction of the District Manager.

Evaluations

Your performance of each duty in this position will be evaluated against the requirements for your position. Evaluation of performance will be conducted annually by the Board of Supervisors and District Manager.

At-will position, non-exempt, hourly, Insurance considerations

This position is an at-will position that exists only under the direction of the BSCD Board of Supervisors. No contract is implied or intended. The BSCD may terminate this position at any time.

This is a full-time, non-exempt, hourly position. Starting wage will depend upon qualifications and experience. The Administrative Assistant shall possess a current driver's license and be insurable under the District's insurance policy.

Blue Sky Conservation District is an Equal Opportunity Employer

Signed: _____

Date: _____