

University Area Joint Authority

Job Title: Administrative Assistant

Employee Classification: ☐ Exempt ☐ Non-Exempt

Approval Date_____

Overall Objective of Job:

Provide administrative and clerical support for the office staff at University Area Joint Authority.

Essential Functions of Job:

- Perform routine office duties, including but not limited to: opening and closing office safe; preparation of correspondence, reports and other projects as required; daily mail processing; answering phones; and directing calls;
- Responsible for various banking and bookkeeping duties, including but not limited to: preparing deposits and posting payments; issuing receipts; and receiving permit and tap fees;
- Prepare sewer permit applications, schedule monthly compost requests and keep records regarding sludge disposal customers and requests;
- Maintain the Petty Cash system, including but not limited to: disbursement and deposit of funds; balancing records; and documentation;
- Act as liaison for the Board of Directors in order to schedule meetings, distribute notices, and keep records and transcriptions of meetings;
- Provide backup for the Account Representative;
- Balance budget accounts, journal entries associated with the budget accounts, addition/deletion of budget accounts in the general ledger;
- Responsible for Compost Marketing and associated correspondence, as well as scheduling monthly compost requests.
- Make the necessary deposits to the bank for monthly receipts and maintain the records of receipts. Maintain and record sales tax collection, prepare records and make the necessary deposit to the State Department of Revenue;
- Assist the Purchasing Agent with preparing and scheduling pick up of outgoing packages.
- Provides assistance to other staff members as needed;
- Other duties as assigned.

Supervision Received:
Executive Director

Supervision Given:
None

Working Conditions:

- An indoor office environment, well lighted and air conditioned.

Essential Physical Demands:

- Ability to sit at a desk for long periods of time;
- Significant amount of computer operation;
- Stretching, bending or reaching required.

Qualifications:

A. Education/Training:

- High school diploma or equivalent required; Associate's degree in a business-related field preferred.

B. Work Experience:

- At least four (4) years experience in a bookkeeping or administrative position required.
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Knowledge, Skills and Abilities Required:

- Excellent knowledge of arithmetic;
- Excellent knowledge of computers, including Microsoft Word and Excel programs;
- Thorough knowledge of office practices and procedures;
- Must be detail-oriented;
- Ability to perform more than one task at any given time;
- Good verbal and written skills;
- Good organizational skills;
- Good interpersonal skills;
- Ability to understand and follow instructions;
- Self-motivated.