

University Area Joint Authority

ADMINISTRATIVE ASSISTANT

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 records of the Sub-Division process, implementation of the GIS record, and advanced inspection/construction escrow accounts.
- Balance and maintain general checking account and maintain the Petty Cash system, including but not limited to disbursement and deposit of funds; balancing records; and documentation.
- Prepare monthly reports of the collection of tap fees, Aging Reports for Accounts Receivable, Summary Trial Balance for Advanced Construction, and Open Account Receivable Report.
- Act as liaison for the Board of Directors to schedule meetings, distribute notices, and keep records and transcriptions of meetings.
- Provide Notary Public services on behalf of the Authority.
- Provide backup for the Account Representative.
- Responsible for Compost Marketing and associated correspondence, as well as scheduling monthly compost requests and preparing monthly invoices and /or ACH transactions associated with compost sales, septage receiving and sludge hauling.
- 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.
- Maintain and prepare all general invoicing records and collection/deposit of receipts for the general invoicing.
- 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 extended periods of time.
- Significant amount of computer operation.
- Stretching, bending, or reaching required.

Qualifications:

A. Education/Training:

- High school diploma or equivalent required; Associate 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.