

POSITION DESCRIPTION

OFFICE ADMINISTRATOR

Purpose

Manage and perform all regular front office duties including accounting & bookkeeping support functions, as well as handle extensive public contact.

- Performs administrative and office support activities for District Office;
- Performs a variety of Internet research functions and uses word processing, spreadsheet and presentation software;
- Answers telephone calls and e-mails and provides accurate information to inquirers.
- Keeps current all filing and data entry;
- Provides bookkeeping and financial support to District's accountant, following appropriate procedures for internal control, maintaining confidentiality and safe keeping and handling of cash, assets and financial information; assist as needed with yearly audit
- Keeps up to date all grant and other reporting responsibilities to state and local agencies;
- Maintains Policy and Board action documents;
- Manages business office supplies, oversees maintenance of District facilities, and provides administrative support to program staff;
- Maintains all files paper and electronically, as well as District operational information according to the Public Records Policy;
- Greets and performs District's services for Saline County residents who come to the Office for coupons;
- Attend District Sponsored Recycling & Educational Events that are held on Saturdays' and after office hours Monday-Friday.

Qualifications

- College degree required; or at least three years of experience in similar or related position;
- Strong organizational skills and concern for details;
- Valid AR driver's license and ability to complete District business in privately-owned vehicle.

Knowledge & Experience

- Extensive experience in Microsoft Office Work Suite;
- Extensive experience working with the public;
- Ability to work in a fast-paced environment managing many varied tasks;
- Fundamental understanding of bookkeeping principals;
- Ability to cooperatively work with all employees in a team-like atmosphere;