

**“Administrative Assistant”
Position Description and Role Clarification**

I. Position Identification: Administrative Assistant (238)	Date:
Position Title: Administrative Assistant	Name of Incumbent:
Reports To: Administrator	Reporting to this Position: N/A
Salary Range: \$32,000 - \$38,000	FLSA: Full time
Revised:	Next Scheduled Revision:

II. Position Overview:
233-252 Under limited supervision, provides advice and technical assistance and performs administrative/coordinative activities to assist in the development and implementation of policy, standards, and/or program operations for more than one parallel function.

III. Essential Functions (What)		
1. Implements all Accounting policies as well as coordinates and maintains the finances of the MSTRWD		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Prepare journal entries	Daily	
• Complete general ledger operations	Monthly	
• Prepare monthly reports to the Board of Managers of Accounts Receivable and pay Accounts Payable	Monthly	
• Prepare and coordinate deposit activities	As needed	
• Check, verify and process invoices	As needed	
• Prepare payments for signatures (print checks)	As needed	
• Maintain vendor accounts	As needed	
• Maintain bank accounts	Daily	
• Enter receipts and payables into appropriate accounts and classes (Quick Books)	As needed	

• Reconcile and maintain balance sheet accounts	Monthly	
• Prepare annual tax computations and returns (W-2's, 1099's etc)	Annually	
• Account and bank reconciliations	As needed	
• Review and process expense reports	As needed	
• Prepare project and ditch funds expense	As needed	
• Prepare budgets and notices	As needed	
• Prepare year ending statements and balance	Annually	
• Submit Form A to counties and prepare Form B	As needed	
• Assist Auditors with the annual audit	Annually	
• Implement and maintain internal financing controls	Daily	
• Assure funds are covered with collateral	Daily	
• Prepare the monthly treasurer's report and balance sheet	Monthly	
• Purchase or renew investments	As needed	
• Attend Board meetings, take notes and type minutes of meetings	Bi-Monthly	
• Maintain database of rental property	As needed	
• Maintain database of office inventory	As needed	
• Maintain database of employee time	Weekly	
• Track and audit petty cash and business debit card	As needed	
• Assist with Manager per diem sheets and employee expense sheets	As needed	

III. Essential Functions (What)		
2. Provides secretarial support.		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Assist with Board of Manager meetings, minutes, agendas, and associated duties when requested	Bi-Monthly	
• Receive and direct visitors and guests	Daily	
• Open, sort and distribute incoming correspondence	Daily	
• Maintain office supply inventories	As needed	
• General clerical duties including photocopying, faxing, scanning and mail	Daily	
• Answer, screen and transfer inbound calls	Daily	

• Prepare all documentation for Board meetings, including set up and clean up	Bi-Monthly	
• Maintain electronic and hard copy filing system	As needed	
• Notary for the MSTRWD	As needed	
• Handle requests for information and data	Daily	
• Prepare written responses to routine inquiries	As needed	
• Prepare and modify documents including correspondence, reports, drafts, memos and emails	As needed	
• Schedule and coordinate meetings, appointments and travel arrangements for managers and supervisors	As needed	
• Handle registrations of Managers for MAWD, BWSR and other organizations	As needed	
• Prepare agendas for meetings and prepare schedules, notices and publications	Bi-Monthly	
• Record, compile, transcribe and distribute minutes of meetings	Bi-Monthly	
• Maintain office equipment	As needed	
• Maintain records for staff, telephones, petty cash and debit card	As needed	
• Prepare all legal notices for publication and distribution	As needed	
• Update District website with notices, minutes, annual reports and other reports	As needed	
• Prepare and send outgoing mailings	As needed	
• Complete year ending reports and balance each class and account	Annually	
• Compile and calculate year ending entries	Annually	
• Compile, calculate, and prepare grant agreement pay requests with State agencies	As needed	
• Maintain spreadsheet of grant agreement receipts and expenses	As needed	
• Ensure security, integrity and confidentiality of data	Daily	
• Process long standing data practice request	As needed	
• Maintain spreadsheet of hunting permits	As needed	
• Compile and verify landowners with land descriptions for a specific project; compile mail lists and prepare mailings	As needed	
• Schedule meeting location sites and times	As needed	

III. Essential Functions (What)

3. Maintains all insurance files and coverage.		
Actions, Tasks and/or Initiatives (How)	Frequency	Tracking / Comments
Incumbent will perform this function by:		
• Corresponds with insurance agents	As needed	
• Takes the lead in audits of insurance	As needed	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
4. Administers benefit plans to employees.		
Actions, Tasks and/or Initiatives (How)	Frequency	Tracking / Comments
Incumbent will perform this function by:		
• Completes proper paper documents to enroll individuals in the plans	As needed	
• Submits appropriate information to proper State and Federal agencies	As needed	
• Maintains employee records regarding use of benefits	As needed	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

III. Essential Functions (What)		
5. Maintains Personnel files/Human Resources		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Issues and completes 1099 forms	As needed	
• Issues and completes W-2 forms	As needed	
• Other State/Federal forms necessary for complying with State and Federal laws	As needed	
• Arrange job postings	As needed	
• Log and distribute resumes	As needed	
• Schedule interviews	As needed	
• Pre-employment background checks	As needed	
• Assemble new hire packets and forms	As needed	
• Input employee data and maintain employee files	As needed	
• Contact Federal and State agencies new hire as required by law	As needed	
• Monitor unemployment claims	As needed	
• Update insurance carrier, PERA, and other organizations of change in employee status	As needed	

III. Essential Functions (What)		
6. Data Entry		
Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
• Prepare, compile and sort documents for data entry	Daily	
• Check source documents for accuracy	Daily	
• Update website	As needed	
• Verify data and correct data where necessary	As needed	
• Obtain further information for incomplete documents	As needed	
• Update data	As needed	
• Combine and rearrange data from source documents when required	As needed	

<ul style="list-style-type: none"> Enter data from source documents into prescribed computer databases, files and forms 	As needed	
<ul style="list-style-type: none"> Scan documents into document management systems or databases 	As needed	
<ul style="list-style-type: none"> Check completed work for accuracy 	Daily	
<ul style="list-style-type: none"> Maintain records of activities and tasks 	Daily	

III. Essential Functions (What)
7. Payroll

Actions, Tasks and/or Initiatives (How) Incumbent will perform this function by:	Frequency	Tracking / Comments
<ul style="list-style-type: none"> Collect, compile and enter payroll data using appropriate software 	Bi-Monthly	
<ul style="list-style-type: none"> Review and verify source documents 	Bi-Monthly	
<ul style="list-style-type: none"> Calculate and post payroll deductions 	Bi-Monthly	
<ul style="list-style-type: none"> Reconcile employee deductions 	Bi-Monthly	
<ul style="list-style-type: none"> Investigate and correct payroll discrepancies 	Bi-Monthly	
<ul style="list-style-type: none"> Update payroll records by recording changes including insurance coverage, salary increases 	Bi-Monthly	
<ul style="list-style-type: none"> Process new employees and terminations 	As needed	
<ul style="list-style-type: none"> Prepare and print payroll reports of earnings, hours worked, taxes, insurance and leave 	Bi-Monthly	
<ul style="list-style-type: none"> Produce payroll checks 	Bi-Monthly	
<ul style="list-style-type: none"> Produce federal, state and local tax deductions 	Bi-Monthly	
<ul style="list-style-type: none"> Produce PERA withholding, dental insurance and health insurance 	Bi-Monthly	
<ul style="list-style-type: none"> Develop, manage and maintain comprehensive payroll records 	Bi-Monthly	
<ul style="list-style-type: none"> Prepare Federal, MN State, ND State and Unemployment Quarterly reporting forms 	Quarterly	
<ul style="list-style-type: none"> Prepare and process MN Pay Equity Report (every 3 years) 	3 years	
<ul style="list-style-type: none"> Compute and prepare Affordable Care IRS documents (Form 720V) 	Annually	
<ul style="list-style-type: none"> Verify hours worked with employee time sheets 	Bi-Monthly	
<ul style="list-style-type: none"> Maintain data record of leave and overtime 	Bi-Monthly	
<ul style="list-style-type: none"> Enter employee time into database and verify monthly total with time sheets 	Monthly	

• Prepare and process Pay Equity Compliance Reports	Annually	
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III. Essential Functions (What)		
8. Process and Generate Payroll.		
Actions, Tasks and/or Initiatives (How)	Frequency	Tracking / Comments
Incumbent will perform this function by:		
• Compile all required payroll reports for State and/or Federal agencies	Quarterly	
• Maintain records for personnel leaves of absence	As needed	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	
•	Daily	

Qualification Requirements

To perform this job successfully, an employee must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

IV. Knowledge Base	
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	Tracking / Comments
• Accounting fields or experience of equal value	
• Management fields or experience of equal value	
• Secretarial skills	
• Extensive experience in using a variety of software packages to include Quick Books and Microsoft Office	
• Ability to operate all types of office equipment; calculator, copier, computer etc...	
• Must be familiar with basic bookkeeping procedures	
• Basic math	
• Basic language	
• Knowledge of computers and data management systems	
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V. Leadership / Functional Competencies	Tracking / Comments
• Ability to establish and maintain effective working relationships with individuals, staff, area businesses, referring agencies and the community	
• Ability to communicate effectively, verbally and in writing to a variety of audiences	
• Ability to interact with others in a professional and appropriate manner	
• Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists	
• Ability to work effectively with a diverse group, including individuals and co-workers, and to maintain effective working relationships with individuals and staff	
• Ability to carry out the duties of this position while helping to fulfill the district's mission and adhering to policies, procedures and regulations	
• Ability to perform duties with an awareness of all MSTRWD requirements and Board policies	
• Decision making (Critical Judgements)	

• Supervisory skills	
• Organizational skills	

VI. Talents & Abilities	Tracking / Comments
• Must possess adequate typing/word processing skills to effectively carry out job duties	
• Ability to read, analyze data, and interpret professional journals, accreditation standards, and information pertaining to the field of watershed drainage	
• Ability to calculate figures such as interest, tax, percentages and other practical solutions	
• Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardization situations	
• Ability to perform work independently under general direction of a supervisor as well as apply common sense understanding to carry out written or oral instructions	
• Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form	
• Ability to compute rates, ratios and percentages to draw and interpret bar graphs	
• Multi task	
• Meet frequent deadlines	
• Work independently	

VII. Education / Work Experience	Tracking / Comments
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<ul style="list-style-type: none"> • Minimum of an Associate two (2) year degree in accounting, finance, business or a related field or two (2) year's work experience in a similar field 	
<ul style="list-style-type: none"> • Training and/or experience that qualify them to function in this position and fulfill the responsibilities associated with this position 	
<ul style="list-style-type: none"> • Capable of being bonded 	
<ul style="list-style-type: none"> • Accounting/Bookkeeping experience 	
<ul style="list-style-type: none"> • Supervisory experience 	
<ul style="list-style-type: none"> • Knowledge of local community resources and business practices is preferred 	
<ul style="list-style-type: none"> • Mathematical skills 	
<ul style="list-style-type: none"> • Language skills 	
<ul style="list-style-type: none"> • Proficient in Quick Books Pro, Microsoft Word, Excel and Access, Publishing Software, BlueBeam and Adobe Acrobat DC 	
<ul style="list-style-type: none"> • 	

VIII. Accountability	Tracking / Comments
<ul style="list-style-type: none"> • Reports to work on time prepared to perform the duties of the position and demonstrates a willingness to perform duties as workload necessitates 	
<ul style="list-style-type: none"> • This position requires prompt and consistent attendance 	
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IX. Independence of Action

Expected to exercise a high degree of independent action.

X. Supervision

N/A

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable persons with disabilities to perform the essential functions.

Job Description

PHYSICAL DEMANDS					
R=Rarely (1 to 24 minutes) O= Occasionally (25 to 2-2/3 hours) F= Frequently 2-2/3 to 5.5 hours) C=Continuously (5.5 to 8 hours)					
O	Hand Coordination/Grasping	R	Kneeling/Squatting	R	Pushing/Pulling
O	Overreaching/Bending	F	Sitting	F	Standing/Walking
R	Lifting/Carrying	R	Heights	R	Dirt
PHYSICAL ENVIRONMENT					
H = High Demand		M = Moderate Demand		L = Low Demand	
M	Noise	L	Fumes/Gases	L	Chemicals
L	Heat/Cold	L	Tissue/Fluids	L	Biohazard Material
L	Infectious Disease	L	Heights	L	Dirt
L	Moving Machinery	L	Radiation	L	Lasers
L	Vibration	L	Wet/Humid Environment	L	Work Outside
OTHER PHYSICAL FUNCTIONS					
H	Visual Acuity	H	Hearing	H	Speaking
MENTAL DEMANDS					
H	Frequent People Contact	H	Frequent Interruptions	H	Multitasking
M	Irregular Work Schedule	H	Decision Making Skills (Critical Judgments)	H	Frequent Deadlines
H	Supervisory Skills	H	Concentration Requirements	H	Organizational Skills
H	Detailed Work	H	Ability to Work Independently	H	Ability to Work with Others
SPECIAL CONSIDERATIONS/UNIQUE ENVIRONMENT/DEMANDS					

American With Disabilities Act (A.D.A.)

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position.

Additional duties are performed by employees currently holding this position and additional duties may be assigned.

The preceding statements are intended to describe the general nature and level of work being performed by people assigned to this position. They are not to be construed as an exhaustive list of all job duties performed by personal in this position.

XII. Signatures

Signature :

Date:

Name :

Title :

Signature :

Date :

Name :

Title :