

Cucharas Sanitation & Water District
Business Administrator
Job Description

Job Title: Business Administrator
Reports To: General Manager
FLSA Status: Nonexempt
Prepared By: Board of Directors
Prepared: 29June2021
Salary Range: \$38,000 to \$45,000

POSITION OVERVIEW

This position is responsible for the organization and co-ordination of office operations, procedures and resources to facilitate organizational effectiveness and efficiency. Responsible for applying GAAP and government accounting procedures to analyze financial information, prepare accurate and timely financial reports and statements and ensure appropriate accounting control procedures. Perform bookkeeping and clerical tasks related to the efficient maintenance and processing of accounts payable, accounts receivable, general ledger and payroll transactions.

MAIN JOB DUTIES AND RESPONSIBILITIES

Office Management:

- Field and resolve routine and unusual customer inquiries and complaints
- Plan and coordinate administrative procedures and systems and implement ways to streamline processes
- Recruit, select, mentor, train, supervise and evaluate office staff
- Research, evaluate, and implement process improvement projects and office technology
- Maintain Policy & Standard Procedures as needed
- Assist with the maintenance of the Rules & Regulations, By-Laws and Personnel Policies
- Communicate effectively with Attorneys and Engineers and relay information accurately to the General Manager and the Board of Directors as necessary
- Handle inside and outside requests for information and data
- Resolve administrative problems and inquiries
- Prepare and modify documents including customer correspondence, reports, memos and emails
- Prepare and distribute Treasurer's Report, Agenda and all documentation for the monthly board meeting
- Schedule and coordinate meetings, appointments and travel arrangements for district employees and Board of Directors
- Assist with ensuring compliance with statutory reporting and filing requirements

Bookkeeping and Accounting:

- Create, implement, and maintain accounting policies and procedures that assure proper internal controls and consistency with government accounting
- Establish and monitor the implementation and maintenance of accounting control procedures
- Develop and maintain financial databases
- Support preparation of the annual budget, comparing current year actual, forecasted, and budgeted costs and advise budget prep committee
- Maintain internal financial controls and procedures
- Ensure accurate and appropriate recording and analysis of revenues and expenses
- Continuous management of actual expenses against budget items
- Provide analysis and advice on business operations including revenue and expenditure trends, financial commitments and future revenues
- Analyze financial information to recommend or develop efficient use of resources and procedures, provide strategic recommendations and maintain solutions to business and financial problems
- Prepare all documentation for annual external audit
- Collate and analyze account data and generate financial reports
- Check and verify source documents such as invoices, receipts, purchase orders, packing slips
- Based on time-sheets, prepare payroll and ensure it is processed in an accurate, compliant and timely manner
- Ensure all payroll information and records are maintained in accordance with statutory requirements
- Interpret new legislation impacting payroll
- Research, compare and administer benefit plans for employees
- Prepare and process accounts payable checks, wire transfers and ACH payments
- Oversee accounts receivable checks and credit card payments received
- Process monthly ACH receivables
- Maintain and enhance business and accounting skills

QUALIFICATIONS

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

EDUCATION AND EXPERIENCE

Business degree or equivalent experience. 2+ years of bookkeeping and accounting experience preferred with A/R, A/P, GL. Human Resource, Payroll and 2+ years billing experience also preferred.

LANGUAGE SKILLS

Ability to field and respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to effectively present information to the Board of Directors. Attention to detail is a priority as are written and verbal communication skills.

REASONING ABILITY

Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

OTHER SKILLS AND ABILITIES

Excellent customer service skills and a team player with leadership skills. Ability to research and resolve issues, treat employees and customers with courtesy and respect, and exercise dependability, honesty, and integrity.