Mt. View Sanitary District

JOB TITLE: Accounting and Administrative Assistant

FLSA: NON-EXEMPT
JUNE 2025

ACCOUNTING AND ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, provides a variety of routine to highly responsible and complex secretarial and administrative support to District staff and management team; performs technical and specialized tasks that require in depth knowledge of District functions; performs accounting support functions related to the processing of accounts payable and receivable, payroll, and benefits administration; serves as back up to the Board Secretary/Executive Assistant; and performs other duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

General supervision is provided by the Public Outreach and Administrative Services Supervisor. This position exercises no supervision.

CLASS CHARACTERISTICS

This is a journey-level class. This class is distinguished from Board Secretary/Executive Assistant in that the latter provides complex and sensitive secretarial assistance to the General Manager and Board of Directors.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Performs bi-weekly payroll; processes, calculates, and maintains records of a variety of payroll actions, including new employee, overtime hours, incentive and/or premium pay, retroactive pay, benefits withholdings, employer and employee tax withholdings, wage garnishments, and final paychecks; maintains employee deduction records.
- Assists with administering District benefit and insurance plans; provides backup to PERS enrollments; acts as liaison with benefit and insurance carriers; assists with processing claims; and processes and submits renewals.
- Assists with maintaining accounting software, including adding new vendors, invoices, and annual budget; processes requisition and purchase orders in support of staff.
- Performs accounts receivable and payable functions; prepares related invoices, payments, deposits, cost reimbursements, etc.; receives vendor inquiries and resolves any issues or requests in a timely manner; dispenses and tracks petty cash.

- Represents the District in a friendly and professional manner to all callers and visitors; provides general customer service and information to internal and external customers that may require the use of independent judgment or the interpretation of the District's policies and procedures.
- Operates a personal computer and other standard office equipment; provides for the maintenance office equipment.
- Attends to routine office administrative details such as opening and distributing or processing mail, ordering supplies, transmitting information, and keeping reference materials up to date; maintains calendars of activities; schedules meetings and events, compiles materials, prepares agendas, takes notes as required, prepares facilities, and arranges refreshments as assigned; makes training, travel and lodging arrangements; and makes deliveries and runs errands.
- Establishes and maintains records and record-keeping systems, including sensitive/confidential records; purges files according to the retention schedule; processes forms, researches and compiles information.
- Follows standard operating procedures for receiving, documenting, and notifying designated staff of sewer service, odor control, and customer concern calls.
- Maintains fleet and Information Technology inventories; updates records and insurance policies; oversees identification and tagging of equipment; and oversees warranty and cycling of equipment.
- Standardizes procedures and methods, develops and updates Standard Operating Procedures (SOPs), and continuously monitors assigned programs and communicates opportunities for improvement.
- Composes correspondence for signature by appropriate management, supervisory, or professional staff; creates forms and other specialized documents; enters or retrieves data and prepares documents utilizing various computer programs.
- Reviews a variety of finished materials for completeness, accuracy, format, and compliance with policies and procedures and for appropriate English usage; makes or suggests edits.
- Researches, compiles, and/or updates a variety of reports which may require the use of arithmetic calculations and/or analytical aptitude and consolidating materials from several sources.
- As a backup to the Board Secretary, may provide a variety of secretarial support to the District Board, committees and other authorities; assists in preparation and distribution of agenda packets; and posts Board meeting agendas for the public.
- Supports the District Engineer by reviewing and issuing permits for residential or commercial projects; reviews County monthly reports of building permits; maintains Contractor Bonds; and files or routes information to appropriate District departments.
- Maintains and coordinates Sewer Service Charges (SSC) program files; supports the collection of SSC; administers Sewer Service Rebate Assistance Program (SSCRAP), and annual updates with Contra Costa County Auditor-Controller.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Basic organization and function of public agencies, including the role of an elected District Board.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including Brown Act and Public Records Act.
- Modern administrative and secretarial practices and procedures, including the use of standard office equipment and applicable software, including Microsoft Office Suite.
- Effective techniques for providing high-level of customer service and representing the District with the public, other agencies, and various professional and regulatory organizations.
- Practices and principles of business letter writing and the standard format for reports and correspondence and correct English usage, grammar, spelling, vocabulary, and punctuation.

- Principles and practices of automated and manual records management, including legal requirements for recording, retention, and disclosure.
- Basic principles and practices of accounting, cash handling, payroll, procurement, and basic arithmetic.
- Policies and procedures related to the District.

Ability to:
- Perform detailed and complex administrative and secretarial support work with accuracy and attention to detail.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, meet critical time deadlines, and follow up on assignments.
- Take initiative under general direction and use tact, discretion, initiative, prudence, and independent judgment within general policy and legal guidelines.
- Think critically and organize data or information; and analyze situations quickly and objectively to determine the proper course of action.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Respond to and effectively prioritize multiple phone calls and other requests for service; provide verbal or written information to internal or external customers.
- Compose correspondence and reports independently or from brief instructions.
- Organize, establish, and maintain office records and a variety of filing, record-keeping, and tracking systems.
- Operate modern office equipment including computer equipment and specialized software applications programs.
- Perform basic accounting and payroll support work accurately and efficiently; make accurate mathematical computations.
- Participate in process improvements for the assigned department processes, procedures, and programs.
- Work in a team environment as a contributing team member; anticipate needs and provide support.
- Establish, maintain, and foster positive and effective working relationships with co-workers, other District employees and the public using principles of good customer service; actively support and implement the District's cultural values.

Education and Experience:
Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to graduation from high school with supplemental business school or applicable college-level course work and three (3) years of responsible and relevant administrative, secretarial and/or general clerical experience. Experience in dealing with the public and working in a public agency setting is highly desirable.

Licenses and Certifications:
Must possess and maintain a valid Class C California driver's license. Must continue to meet all of the provisions of the District to be insured with the terms and conditions of the District's insurance program as a condition of employment.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard, typewriter keyboard, or calculator and to operate standard office equipment.

Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift boxes with papers, files, folders or chairs and move other office furniture or equipment weighing up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

OTHER REQUIREMENT:

Employees of Mt. View Sanitary District are, by State law, Disaster Service Workers. In the event of a declaration of emergency, any employee may be assigned activities which promote the protection of public health and safety or the preservation of lives and property either at the District or within the local area.