

Pine-Strawberry Water Improvement District

P.O. Box 134, Pine, AZ 85544 (Mailing Address)

6306 W. Hardscrabble Mesa Rd. Pine, AZ 85544 (Office Location)

(928)476-4222 Phone/(928) 476-4224 (Fax)

Position: Finance Office Administrator

Category: Full Time

Department: Administration

Reports To: District Manager

Schedule: Monday-Friday, 7:30 AM-4:00 PM. Hours will vary frequently based on operational needs.

Pay Range: \$22 - 28 per hour, Dependent on Experience and Qualifications

POSITION SUMMARY:

This position is responsible for providing advanced administrative and fiscal support to Pine Strawberry Water Improvement District (PSWID) while providing exemplary customer service to members of the public.

Examples of Duties:

ESSENTIAL FUNCTIONS The following duties are typical for this position. However, they are not to be construed as exclusive or all-inclusive. To perform this job successfully, an individual must be able to perform each duty satisfactorily. Other duties may also be required or assigned.

- Exhibits a positive attitude in word and action and encourages others to do the same.
- Collaborates with all team members in a way that builds upon ideas and takes personal accountability and ownership of projects, role, and assignments.
- Collects, analyzes, and compiles budget goals, objectives, and performance measures for budget preparation.
- Tracks, and reviews expenditures, oversees and monitors budget processing as assigned.
- Trains others in budgetary policies and constraints.
- Coordinates the sale of surplus PSWID equipment and goods, listing the items online, interacting with potential and successful bidders, processing official sales documents, and documenting the disposal records for fixed asset tracking.
- Coordinates outgoing and incoming mail and packages and printing/copy jobs. Directs the work of support staff of PSWID. Provides training, instructions, and ongoing training needs. Assigns tasks, reviews work, and provides input into performance evaluations. Provides staff coaching/counseling.

- Provides advanced level and confidential administrative support including compiling detailed information, preparing policy drafts, statistical reports, and other documents.
- Responds to escalated complex requests or complaints from internal and external customers; resolves customer inquiries independently using appropriate judgement and authorized discretion within established policies and procedures.
- Trains and performs quality control measures on others' work with cross training efforts for the department as well as onboarding training.
- Serves as a peer mentor and subject matter expert resource through skills and knowledge transfer within the team.
- Analyzes unit objectives, goals, standards, priorities, policy and procedures.
- Researches, recommends, develops draft administrative procedures for operational effectiveness.
- Routinely conducts research and performs special projects for the assigned department.
- Composes, edits, tracks, and submits department specific documents and report/publications.
- Responds to public records requests; completes records retention and destruction activities in accordance with local, State and Federal guidelines.
- Compiles fiscal and budget data for analysis and assist in department and capital project budget monitoring and tracking.
- Coordinates with vendors/contractors to secure services agreements and other required documentation to meet department objectives.
- Assist with contract administration to include preparation and tracking of Request for Proposals (RFP's), annual services contracts, capital improvement projects and related bid processes.
- Processes, tracks and reconciles financial and purchasing functions and entries; reports discrepancies as needed.
- Responsible for maintaining department specific confidential records including personnel files, training, and time and attendance records.
- Responsible for auditing payroll entries/and department; prepares for management approval.
- Creates, updates and maintains basic to complex spreadsheets, reports and databases; verifies and tabulates data; runs reports and database queries specific to the department assigned.
- Assist with grant research, application process, tracking, and reporting. Maintains grant schedules for required reporting deadlines.
- Performs operational functions specific to the assigned department.
- Coordinates training schedules and training programs for the department.
- Coordinates travel arrangement for department personnel or elected officials.
- Provides support and backs up other office personnel as necessary.
- Other duties as assigned.

MINIMUM REQUIRED QUALIFICATIONS:

Associate degree and a minimum of four (4) years of progressively responsible administrative and fiscal experience; or a high school diploma/equivalent with six (6) years of progressively responsible administration and fiscal experience. PSWID may consider an equivalent of experience for associates education level. Previous lead or supervisory experience preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

- Knowledge of administrative policies and procedures of PSWID.
- Knowledge of current office practices and procedures consistent for this position.
- Knowledge of computer software consistent for this position.
- Knowledge of principles and practices of budgeting, fiscal management, project management principles and techniques.
- Skill in promoting a culture of teamwork and communication by working in collaboration and treating coworkers with respect and dignity and maintaining an open mind to diverse voices and ideas.
- Skill in organizational and time management to prioritize duties to accomplish a high volume of work product while adapting to constant changes in priority.
- Skill in accounting and accounts payable/receivable practices, procedures and methods.
- Skill in researching and understanding complex written materials.
- Skill in analyzing complex administrative information and issues, defining problems and evaluating alternatives, and recommending methods, procedures, and techniques for resolution of issues.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to interpret and implement local policies and procedures; written instructions, general correspondence; Federal, State, and local regulations.
- Ability to perform detailed work accurately and independently in compliance with stringent time limits with minimal direction and supervision.
- Ability to think quickly, maintain self-control, and adapt to stressful situations.
- Ability to perform mathematical calculations required of this position.
- Ability to communicate clearly, concisely and effectively in English in both written and verbal form.
- Ability to instruct and train in methods and procedures.
- Ability to organize, assign, and modify the work assignment of others, and (re)-establish priorities to meet deadlines.
- Ability to prepare and maintain accurate and concise records and reports.
- Ability to establish and maintain accurate records of assigned activities and operations.
- Ability to analyze facts and to exercise sound judgment in arriving at conclusions.
- Ability to apply sound judgment and discretion in performing duties, resolving problems and interpreting policies and regulations.
- Ability to communicate detailed and often sensitive information effectively and concisely, both orally and in writing.
- Ability to handle sensitive interpersonal situations calmly and tactfully.
- Ability to maintain professionalism at all times.
- Ability to maintain effective working relationships with individuals within and outside the organization.
- Ability to maintain confidentiality and discretion regarding business-related files, reports and conversations, within the provision of Freedom of Information Act and other applicable State and Federal statutes and regulations.
- Ability to work the allocated hours of the position and respond after hours as needed.

PHYSICAL AND WORK ENVIRONMENT:

The physical and work environment characteristics described in this description are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions or as otherwise required by law. Employees needing reasonable accommodation should discuss the request with the employee's supervisor. Work is performed in a typical climate-controlled indoor office setting and is mostly sedentary with periods of mobility and light physical activity. The noise level in the work environment is usually moderate. Level of responsibility subjects the incumbent to moderate stress due to interruptions.

- This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting, frequently requires standing, speaking or hearing, using hands for various tasks,,. performing repetitive motions, occasionally walking, stooping, kneeling, crouching, or crawling and reaching with hands and arms.
- Ability to observe details at close range.
- Communication is required for expressing or exchanging ideas so others understand.
- Hearing is required to perceive information at normal spoken word levels.
- Work requires preparing and analyzing written or computer data and observing general surroundings and activities.
- May require interactions with persons who are hostile or aggressive, posing threatening conditions.

Nothing in this job description limits management's right to assign or reassign duties and responsibilities to this job at any time. The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position. The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.