

## Westland Irrigation District

**Title:** Office Manager / Bookkeeper

**General Responsibilities:** Provides administrative, secretarial, personnel and organizational support to the District Manager, Employees and Board of Directors; Reports directly to District Manager. Responsible for effective office work flow, accounting, HR and payroll functions, monitors expenditures for budget control, prepares and files correspondence, schedules appointments, data compilation and record control. Occasionally performs duties of a sensitive nature; exercises good work ethics, self-motivation, confidence, and reliability.

### **Essential Job Duties:**

1. Performs duties requiring knowledge of administrative procedures, District policy and contemporary uses of technology. Ability to plan, organize and conduct the effective operation of an office with frequent interruptions.
2. Ability to efficiently operate personal computer and is proficient with Microsoft Word, Excel, and QuickBooks.
3. Operates other office equipment such as photocopier, printers, fax machine and calculator. Coordinates the repair / maintenance of such equipment.
4. Processes and files incoming correspondence, including sorting mail. Maintains records through filing, retrieval, retention, updating, storage and destruction.
5. Creates, composes and/or prepares all types of correspondence from written notes or verbal instructions as directed. Requires good verbal and written communication skills. Frequently requires independent action and judgment on problems encountered.
6. Attends and takes minutes of Board meetings. Types and maintains permanent file of Board meeting minutes.
7. Receives and screens incoming telephone calls and records messages. Welcomes visitors, and answers questions relative to district matters. Maintains professional conduct and manner at all times.
8. Responsible for ordering office supplies.
9. Prepares, assembles and distributes monthly meeting reminder packets to each Board member.
10. Maintains up-to-date directory of employees, directors and terms of office.
11. Must be an Oregon Notary Public or able to gain a notary certificate within 60 days of employment. Notarizes documents as requested.

12. Proficient in software to perform accounting functions. Monitors expenditures, prepares accounts payable list and financial statements for the Boards review and approval. Responsible for reconciling general ledger and bank accounts.

13. Assembles requested accounting documents and assists independent certified public accountant with the annual financial audit. Ensures this document is filed with the Secretary of State, Audit Division.

14. Calculates hours, prepares district payroll, including deductions for taxes, social security, retirement funds and health insurance premiums and submits for direct deposit. Explains calculations to employees and resolves errors, as needed.

15. Insures payroll tax deposits are made within the required time frame. Maintains all personnel records including leave accounting (vacation, sick leave, etc.) for employees. Maintains current file of payroll deductions for employees and keeps them informed on changes in payroll information, including health insurance benefits. Prepare quarterly and annual payroll reports for Federal and State. Prepares W-2 statements and files all year-end payroll reports to appropriate agencies.

16. Responsible for conducting all phases of the Board member elections, as outlined in the Oregon statutes.

17. Calculates water usage and balances water books on a monthly basis during the irrigation season.

18. Maintains current district ownership records and assessment roll when a property sale occurs. Reconciles water right transfers with district records. Works with OWRD to keep records accurate and up-to-date.

19. Willing to attend training seminars for further education in job.

20. Keeps Employee Handbook updated in accordance with federal and state laws.

20. Manages contract for BPA, yearly renewal of such; updates and monitors budget for BPA contract; submits period progress reports; EPA documentation as required by the contract; maintains inventory records; works within BPA's online software program to maintain records; prepare and submit monthly billings for reimbursement; works with BPA personnel for special projects and budget changes.

21. Prepares and submits monthly reports to DEQ on aquatic herbicide usage, submit annual water sampling and test results; submit annual report on usage; every 5 years facilitate a Travel Study with the field supervisor. Responsible for submitting a renewal request for the permit.

21. Performs other tasks and responsibilities, as assigned.

Hours: 40 Hours per Week, Monday – Friday; on-site

Current Compensation: \$24 - \$28 per hour