

OFFICE SUPERVISOR/ADMINISTRATIVE ASSISTANT/SECRETARY/BOOKKEEPER

A. Position - Office Supervisor/Administrative Assistant/Secretary/Bookkeeper

Responsible to: Utility Director

Regular Hours: 8 am – 4 pm

Pay: Hourly

B. GENERAL JOB DESCRIPTION

- Overall responsibility for supervising the office and office staff to ensure efficient, courteous, and professional office functions. Must be proficient in implementing Management's instructions and policies. Ability to solve various clerical, billing and bookkeeping problems arising from customer account activities.
- Serves as Secretary to Utility Director and Board of Directors, taking minutes at Board meetings and general clerical duties for Management, and maintains account records.

C. SPECIFIC DUTIES AND RESPONSIBILITIES

- Provide background information to Management and the Board of Directors as to company policies, previous company history and current procedures.
- Knowledge of company policies and ability to enforce compliance by office staff.
- Maintains company accounting records.
- Order any necessary office and operation supplies, compare invoice with packing receipt to be sure that items were received and billed.
- Maintains inventory records including matching packing slips with invoice.
- Maintain files.
- Knowledge in each office position so as to serve as back up when necessary.
- Assist Utility Director and Board of Directors when necessary.
- Ability to converse with various professional associates when necessary.
- Board Meetings - Set up for meetings, call directors when necessary; take notes at meetings and transcribe from tape, prepare rough draft of minutes. After approval of minutes by Secretary, mail to Board along with agenda, financial statements, operating reports, etc. Prepare Annual Meeting Ballot Package, set up meeting place, and other related matters.
- Operations Report - Determine and post various figures from monthly operating reports, compute gallons sold and produced. Type and copy report for Utility Director and Directors for monthly meeting.
- Letters - Compose, type, mail and file any necessary correspondence for Utility Director, Board of Directors and general correspondence.

- Monthly/Quarterly Reports - Obtain reports from Lead Operator and mail to appropriate state and federal regulatory agencies. Maintain files of the reports as issued.
- Consumer Confidence Report – Prepares annual Consumer Confidence Report.

D. SKILLS REQUIRED

- Ability to motivate employees to efficiently and accurately perform duties.
- Ability to communicate with the public and various professional outside associates.
- Ability to make decisions.
- Able to be self-motivated and plan ahead to meet deadlines.
- Knowledgeable of area subdivisions, streets, etc. and adept in reading aerial maps.
- Ability to communicate with prospective customers to ascertain required information.
- Computer experience.

E. EDUCATION/QUALIFICATIONS

- Associates Degree in Business Office Procedures or related field is preferred, however, a combination of education and experience may be considered.
- Previous management experience helpful.
- Previous secretarial experience.
- Valid Florida Driver's License.