

## ***Humboldt Bay Municipal Water District***

### **ACCOUNTING AND HUMAN RESOURCES ASSISTANT – A4**

#### **GENERAL PURPOSE**

Under general supervision provides administrative, bookkeeping and Human Resource support.

Under general supervision provides back-up support for the Customer Service & Accounting Assistant

#### **ESSENTIAL FUNCTIONS AND DUTIES**

##### **Accounting and Human Resources Support:**

- 1) Supports and provides back-up to the Accounting and Human Resources Specialist position in the following areas.
  - i) Payroll, including:
    - (1) a) reviewing time cards
    - (2) b) verifying payroll
    - (3) c) preparing payroll and benefit checks
    - (4) d) preparing payroll-related reports to PERS, and state and federal taxing agencies
  - ii) Response to human resource-related claims (disability, workers' compensation etc.)
  - iii) Accounting/bookkeeping functions using the District's automated accounting system (QuickBooks) in for revenues, expenditures, capital, and reserves
  - iv) Reconciles monthly retail water billing for Humboldt Bay and Fieldbrook Glendale retail water accounts
  - v) Accounts receivable function – preparing accurate and timely billings to the District's wholesale municipal and industrial customers in accordance with approved ordinances and contracts;
  - vi) Accounts payable function – preparing and processing payments to District creditors in accordance with approved policies and procedures
  - vii) Providing information and support to the auditor during the annual financial audit process
- 2) Performs purchasing and routine contract functions including:
  - i) preparing and processing requisitions, purchase orders, and JPIA-approved model contracts
  - ii) maintaining systems to ensure products/services are received
  - iii) maintaining supply inventories
  - iv) properly tracking, reporting and accounting for purchases.
- 3) Develops internal tracking and reporting systems (e.g. special jobs, time tracking) to ensure costs are properly accounted for.

### **Customer Service Back-up:**

- 4) Provides back-up for all aspects of Retail Customer Service including:
  - v) Greeting the public, answering routine questions, accepting payments
  - vi) Account services such as meters on/off and analysis of water use
  - vii) Generating retail bills
  - viii) Preparing bank deposits.

### **Other:**

- 5) Provides general administrative support, including:
  - i) Researching, gathering, and organizing information from District records or other sources
  - ii) Preparing routine correspondence and reports
  - iii) Maintaining and ordering office supplies
  - iv) Assisting with filing systems, including transition to new electronic system
- 6) Assists the General Manager and Superintendent in Emergency Operations Center (EOC) activities or other emergency events;
- 7) Operates a variety of office equipment including computer, copier, fax machine, scanner; and document/information management systems;
- 8) Utilizes computer software such as word processing, database and spreadsheet applications to input and retrieve data, produce letters, reports, graphs and spreadsheets.
- 9) May provide back-up and perform duties of the Executive Assistant/Board Secretary position;

### **REQUIRED KNOWLEDGE, SKILLS, and ABILITIES**

- i. Ability to deal intelligently, tactfully, and courteously with customers, the public and District staff
- ii. Strong verbal communication skills, including reception and telephone skills
- iii. Written communication skills including the use of proper English, spelling, grammar and punctuation, and an ability to compose routine correspondence
- iv. Basic arithmetic skills
- v. Utility billing system or related experience.
- vi. Basic bookkeeping and/or accounting experience
- vii. Office methods and procedures, including filing, record keeping and reporting systems
- viii. Working knowledge of computers, including intermediate proficiency in Microsoft Office applications (Word, Excel, Access, PowerPoint and Outlook)

### **REQUIRED TRAINING AND EXPERIENCE:**

- i. Any combination of training and experience that provides the required knowledge and abilities is qualifying. A typical way to obtain the requisite knowledge and abilities would be: High school diploma or GEDCommunity College, technical or other course work relevant for position

Two-to-three years of experience in customer service, office administration or accounting/human resources support functions sufficient to demonstrate the ability to perform the required duties and work in an independent manner

### **SPECIAL REQUIREMENTS**

- i. Possession of a valid California's Driver's license issued by the State Department of Motor Vehicles. Proof of a good driving record, free from multiple or serious violations or accidents, and in accordance with any standards of the District's insurance carrier. Compliance with these requirements and established District vehicle operation standards are a condition of employment.
- ii. Must be able to qualify for fiduciary bonding
- iii. Must be available to work evenings, weekends, or holidays in the event of an emergency or other significant operational requirement.

### **ESSENTIAL PHYSICAL ABILITIES**

Individuals selected for appointment to this position must pass a pre-employment medical examination which the District pays for. Because this position is **not** considered "safety sensitive" in nature, the person selected for appointment to this position will not be required to have a pre-employment drug screening. The medical examination is intended to evaluate the applicant's ability to meet the physical and health requirements for this classification.

A person employed in this position must be able to:

- i. Operate a variety of office equipment (telephone, computer, copier, fax machine, postage machine, etc.);
- ii. Understand and carry out oral and written directions;
- iii. Think critically to address human resource and accounting administrative support tasks;
- iv. Communicate well with others, both verbally and in writing;
- v. Work cooperatively and get along well with customers, members of the public, and District staff;
- vi. Sit for extended periods of time;
- vii. Perform minor physical activities which involve bending, lifting and reaching;
- viii. Operate a motor vehicle.