

## OFFICE ADMINISTRATOR

GRADE 27

FLSA Status: Non-Exempt

### **GENERAL DEFINITION OF WORK:**

This position works independently conducting accounting activities, preparing financial statements and reports, and administrative responsibilities. Work is performed under minimal supervision from the District Manager. This position also serves as Records Manager and FOIA Officer for the District.

### **ESSENTIAL FUNCTIONS/TYPICAL TASKS:**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Provide supporting services to the technical, education, and management operations to include file management.
- Performs office management duties in a friendly, courteous, and helpful manner. Maintains office in neat condition. Receives, sorts, and distributes mail.
- Coordinates all related items for meetings (meals, materials, exhibits); posts Board and Committee meeting announcement publicly. Prepares district meeting packets for directors, staff, and guests. Takes, transcribes and circulates monthly minutes and agendas.
- Prepares letters, memorandums, correspondence, reports and other material neat and correctly
- Assists in the development of Annual Plan of Work, Annual Report, and Strategic Plan.
- Tracks all agency personnel's timesheets, leave sheets, overtime/gap timesheet, and requests for leave.
- Work with District Manager to ensure that Memorandum of Understanding/Agreements with county, state and federal agencies are current, updated.
- Ensures adherence to all office and accounting/auditing principals, policies and procedures
- Tracks all agency personnel's conservation certifications necessary to perform conservation job assignments
- Prepares district's budgets; reviews and analyzes general ledger activities to include expenditure/revenue/balance sheet reports and trial balance; performs financial analysis and prepares reports. Bonded through the Virginia Department of Conservation and Recreation, Division of Soil and Water Conservation.
- Tracks and reviews budgeted revenue/expenditures; performs financial analysis and budget forecasting; prepares financial spreadsheets and presentations for use at District and community meetings and presentations.
- Performs a variety of general accounting/bookkeeping functions, such as writing journal entries to general ledger, signing verified, processing NSF/stop payment checks, balancing accounts and general ledger, reconciling spreadsheets/reports and bank statements, researching financial discrepancies, calculating data, maintaining, generating or submitting financial reports.
- Assists staff with maintaining cost share records in DCR's BMP Tracking Program and generating cost share related reports as needed.
- Ensures that District is in compliance with DCR grant agreements to include the distribution and tracking of all funds.
- Represents the District at various committee functions and community programs.
- Performs related tasks as required.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of District's programs, services and policies and of program related requirements. Ability to use Microsoft Office package and Quick Books; knowledge of standard office and accounting skills and procedures; ability to work independently and schedule time wisely; ability to express ideas effectively, both orally and in writing; and the ability to establish and maintain effective working relationships with associates and the general public.

### **EDUCATION AND EXPERIENCE:**

Associate's degree with course work emphasis in business and/or accounting; supplemented by some previous experience that includes administrative and accounting work; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **PHYSICAL REQUIREMENTS:**

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects; work requires reaching, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

### **SPECIAL REQUIREMENTS:**

Possession of an appropriate driver's license valid in the Commonwealth of Virginia.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.