

MIDWAY HEIGHTS COUNTY WATER DISTRICT

JOB SPECIFICATIONS FOR OFFICE TECHNICIAN

DEFINITION:

Under the general direction of the General Manager the Midway Heights County Water District (MHCWD), the Office Technician performs a wide variety of administrative, clerical, accounting and record keeping functions.

STATEMENT OF DUTIES:

Under the general direction of the General Manager:

- Participates in District financial management and reporting functions, ensuring accuracy and compliance with District policies and procedures.
- Manages Accounts Receivable and Accounts Payable; supervises the preparation of payroll.
- Assists with the collection of information for the annual budget.
- Reviews financial reports and statements for accuracy.
- Prepares a variety of complex correspondences and technical reports.

- Establishes and maintains the District records and files.
- Procures goods and services for the District, serving the needs of both office and field operations, under the guidelines and constraints of established District policies and procedures; solicits bids for goods and services when required.
- Assists with website posting.
- Answers and responds to telephone calls to the District office.
- Performs related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

- Modern office practices and technology.
- Filing methods and recordkeeping systems.
- Principles and practices of financial reporting.
- Basic mathematics.
- Correct English usage, spelling, grammar and punctuation.
- Technical report writing.
- Computer systems and software applications related to management support, administrative functions,

billing, and accounting (PDF's,MS Word, Excel, and QuickBooks.)

Ability to:

- Organize data, maintain records, and prepare reports.
- Review and comprehend financial information.
- Utilize computer systems and software packages.
- Establish and maintain cooperative working relationships with co-workers, outside agencies, and the public.

Typical Physical Demands:

- Ability to work in a computer workstation for up to 8 hours a day. Ability to lift and move objects up to 15 pounds, such as large binders, books, and small office equipment.
- Ability to drive a vehicle and travel in the performance of job duties.
- Ability to communicate orally with District management, board members, co-workers, and the public in face-to-face, one-to-one and group settings.
- Effectively use standard office equipment.

EXPERIENCE AND EDUCATION – *Any combination of education and experience that would likely provide the*

required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is as follows:

Experience: Five years of progressively responsible clerical, secretarial or administrative work.

Education: Completion of an Associate of Arts Degree from an accredited college or university in Public Administration, Business Administration, Accounting, or a closely related field.

LICENSE OR CERTIFICATE:

Possession and maintenance of a valid California driver's license and acceptable driving record.

WORK HOURS AND SALARY:

Hours: about 72 hours/month – Hybrid Work Environment

Salary range: \$26-36/hour, commensurate with experience