

**WEST SOUND UTILITY DISTRICT
RESOLUTION 699-18**

**A RESOLUTION OF THE
WEST SOUND UTILITY DISTRICT BOARD OF COMMISSIONERS
APPROVING REVISED EMPLOYEE JOB DESCRIPTION**

WHEREAS, the District's personnel policies include a comprehensive index of employee job descriptions; and

WHEREAS, the Board of Commissioners approved Resolution 691-17 on January 8, 2018 which modified several District job descriptions; and

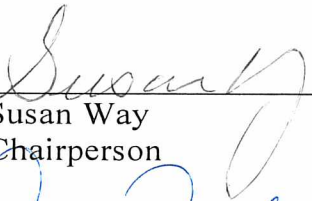
WHEREAS, the modification to the Accounting/Administrative Assistant job description was intended to be part of those positions included in Resolution 691-17 but have inadvertently been left out of the job descriptions attached to that resolution; **NOW THEREFORE**,

THE BOARD OF COMMISSIONERS OF WEST SOUND UTILITY DISTRICT HEREBY RESOLVES:

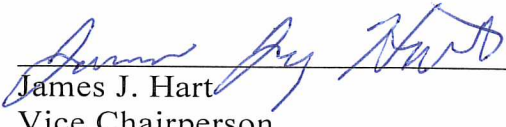
Section 1. The Accounting/Administrative Assistant job description set forth in the attached Exhibit "A" is hereby approved.

APPROVED and ADOPTED by the Board of Commissioners of West Sound Utility District at a regular scheduled meeting on February 12, 2018.

WEST SOUND UTILITY DISTRICT
Kitsap County, Washington



Susan Way
Chairperson



James J. Hart
Vice Chairperson



Jerry Lundberg
Secretary

WEST SOUND UTILITY DISTRICT

Job Description

Job Title: Accounting/Administrative Clerk Assistant (Part Time)

FLSA: Non-Exempt

Reports to: General Manager

Major Function

The Accounting/Administrative Clerk Assistant is an accounting specialist who shall fulfill the job assignments and assist the General Manager and other staff, as necessary. Performs a wide range of administrative and accounting support duties for the department, managers and General Manager to facilitate the efficient operation of the District.

Job Duties and Responsibilities

The job description reflects general details as necessary to describe the principal functions of this employment position, the level of knowledge and skill typically required, and the scope of responsibility. The job description should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods, or to otherwise balance the work load. Specific duties and responsibilities include, but are not limited to:

1. Assist in the preparation of financial reports and special projects as directed. Examples of these reports would include, but not be limited to rate studies, ERU studies, budget reports, expense reports, and trend reports.
2. ~~Assist in asset control and annual inventories. Assist in maintaining depreciation accounts.~~ Maintain office supply inventories.
3. Implement District policies.
4. ~~Assist in maintaining District financial records.~~ Maintain electronic and hard-copy filing system.
5. In collaboration with the IT Manager, oversee the operation and management of the District website.
6. Work with the General Manager in the preparation of surveys, reports, notices and customer communication.
7. Assemble, organize and update the District's Administrative Code Book.
8. Process and record documents with the County Auditor's and Treasurer's offices.
9. Verify and perform daily bank deposits.
10. ~~Assist with preparation of vouchers designated for Kitsap County~~ Provide support for accounting personnel and customer service.
11. Remove obsolete files and prepare for archive
12. ~~Assist with preparation of invoices and vouchers.~~
13. ~~Assist with the management of the District investments and prepare required reports.~~
14. ~~Assist in completing the monthly General ledger, posting on the computer, and balancing the General Ledger accounts.~~

15. Mail warrants and other documents.
16. Assist in maintaining timesheets and employee leave records.
17. Maintain employee personnel files and leave records.
18. Assists in Maintaining Accounts Payable.
19. Assist in the reconciliation of the General Ledger and register.
20. Assist in audit of TC-50 reimbursements
21. Replenish petty cash for water activities
22. Answering customer questions for invoices and other financial topics.
23. Assist in maintaining financial files. Research, track and retrieve documents from filing system.
24. Assist in preparing assembling, organizing and formatting the final District Budget documents and enter budget information into the accounting system.
25. Assist in office management support for Customer Service when needed.
26. Perform general clerical duties, including scanning, photocopying, fax, mailing and other related duties as assigned.
27. Perform daily courier duties, SKWRF, bank, courthouse, post office and supplies as needed.
28. Reconcile monthly advance travel, working expenses and customer refunds.
29. Performs administrative support functions as assigned by the General Manager
30. Performs other related duties as assigned.

Training and Educational Requirements

The employee is required to have a valid Washington State driver's license at all times.

The minimum training and education requirements include:

Education: High school diploma
A Bachelor or Associate degree in accounting or related field is desirable.

Certifications: First Aid (within first year of employment)

Experience

Any combination of experience and training that provides the District the desired skills, knowledge, and abilities.

The Accounting/Administrative Clerk Assistant shall have a minimum of four (4) years of accounting and direct office related experience, preferably with a local governmental entity.

Knowledge, Skill, and Abilities

While requirements may be representative of minimum levels of knowledge, skills, and abilities to perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty proficiently.

- o Knowledge of government accounting principles and procedures.
- o Working knowledge of PC-based software including word processing, spreadsheets, data bases, and Windows in a network environment.

- Knowledge of general office procedures.
- Familiarity with utility billing and accounting practices and systems.
- Familiarity with filing systems and procedures.
- Able to type at 40 words per minute.
- Ability to work with customers to identify problem areas and reach equitable solutions within the framework of District policies.
- Ability to establish and maintain effective working relationships with Water District personnel, other agencies and the general public.

The Accounting/Administrative ~~Clerk Assistant~~ must be able to communicate effectively both verbally and in writing. Should possess good judgment and the ability to make decisions without supervision and the capability to deal with the public in a professional and courteous manner.

Working Conditions

Work is primarily performed in an office environment. ~~Subject to callback on a 24-hour basis for emergency repairs.~~

Physical Stamina

The Accounting/Administrative ~~Clerk Assistant~~ must have overall stamina and ability to perform moderate physical activity throughout the work day. The incumbent must be able to hear alarms and have the ability to audibly identify the presence of danger or hazard. The incumbent must have vision corrected to at least 20/40.

Other

All employees must comply with the District's Drug and Alcohol Program.

All employees who operate District vehicles must have a driving record acceptable to the District's insurance carrier.

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. However, some requirements may exclude individuals who possess a direct threat or significant risk to the health and safety of themselves or other employees.

The job description does not constitute an employment agreement between the Employer and employee and is subject to change as the needs of the Employer and the requirements of the job change.