

JOB DESCRIPTION

Job Title Executive Assistant (Payroll/Benefits)

Date Prepared 11/05/2020

Department Finance (Billing)

FLSA Status Non-Exempt

Position Reports to Finance Manager/Treasurer

Wage Range \$29.58-37.86

JOB SUMMARY:

The Executive Assistant position at the District encompasses secretarial support to the General Manager, recording secretary for Board of Directors, payroll processing and administrative compliance with District policies, federal and state taxes and benefit plans. Tasks assigned will facilitate effective leadership at the District and may include special projects, production of complex documents, reports and presentations. Individual must maintain confidentiality of sensitive and privileged information.

JOB DUTIES AND RESPONSIBILITIES:

Payroll/Benefits

1. Administer and maintain compliance of District benefit plans. Maintain and update benefit plans, comply with federal and state regulations, payroll taxing requirements, and provide and assist employees with plan documentation.
2. Process monthly payroll. Requires the ability to work with 3rd party software programs and understand the programs requirements to accurately process payroll. Must have extensive experience with federal and state payroll taxes and the consequences of the tax deductions.
3. Responsible for the monthly, quarterly and annual reporting of taxes and process all payments for tax and benefit liabilities.
4. Review District policies and verify that all payroll, benefits and taxes adhere to the District policies and federal and state requirements. Reconcile discrepancies in policies and provide recommendations to correct any errors.
5. Knowledge of general ledger account codes and accrual accounting.
6. Administer the hiring process of new employees (on-boarding). Work with a 3rd party human resource contractor, advertise positions, review applications, facilitate interviews, verify references, and maintain a detailed file with all hiring process records. Assist with the termination documentation.
7. Maintain an organized database filing system; personnel files, payroll files, tax files, and benefit plans as required for operational efficiency and Records Management.
8. Administer COBRA benefits for past employees.

Executive Assistant

9. Plan, coordinate and organize District communications, distribute mail, schedule public meetings, and administer District calendar.
10. Coordinate with IT and Public Records Officer to maintain secure, organized electronic District filing system.

Payroll/Benefit Administrator

September 2020

11. Prepare Board packets, agendas, minutes, policies and resolutions. Assist with Board meeting preparations. Compile and prepare comprehensive reports concerning a broad spectrum of subject matter. Maintain official records for public disclosure.
12. Special projects as assigned.
13. Coordinate and draft press releases and employee notices on current events or educational topics as requested by General Manager.
14. Assist Contract Administrator by preparing scope of work and purchase orders for General Manager. Review documents and facilitate bidding process as needed.
15. Contributes to a positive work environment and promotes positive public relations. Provides support for all other office staff as required and assigned.
16. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

Minimum 2-year degree in related field of study, plus ten years of payroll experience, or any equivalent combination of education and experience. Must pass criminal background and credit history checks and other appropriate testing and requirements.

Skills, knowledge and abilities:

1. Perform highly responsible and confidential administrative duties with discretion.
2. Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
3. Experience in administering employee benefit plans such as insurance and retirement plans.
4. Experience in processing payroll, payroll deductions, payroll reporting, tax preparation and reporting, and all other responsibilities required to completely process payroll.
5. Knowledge of federal and state rules and regulations for payroll, taxes and benefits.
6. Knowledge of general principles, methods, techniques and practices of accounting, preferably in the utility industry.
7. Proficiency with Microsoft Office 365 and ability to adapt to new software programs.
8. Ability to maintain comprehensive electronic records and reports.
9. Skill in preparing, reviewing, verifying, and entering routine accounting transactions into a computer system.
10. Skill in performing mathematical computations, including addition, subtraction, multiplication, division and calculating percentages.
11. Skill in maintaining a high level of service under stressful conditions.
12. Skill in communicating effectively verbally and in writing.
13. Skill in establishing and maintaining effective working relationships with fellow employees, other agencies, elected officials, and the public.

PHYSICAL REQUIREMENTS:

Physical requirements of this job include being able to sit, stand, reach, demonstrate manual dexterity, twist, talk, hear, and see. The employee is occasionally required to stoop, kneel, crouch, walk, grasp, perform light lifting, and frequent walking.

PERIOD OF PROBATION - The person appointed this position shall be under an introductory period for 3 months.