



JOB DESCRIPTION

Job Title: Administrative Assistant - Accounting Specialist

Classification: Full Time, Non-Exempt

Location: Buffalo-Red River Watershed District, 1303 4th AVE NE, Barnesville, MN

Primary Objective: To provide administrative support and financial account coordination for the Buffalo-Red River Watershed District Administrator, Staff and Board of Managers.

Responsibilities: Under the supervision of the Administrator, including, but not limited to the following:

1. Assist in preparing information for Board Meetings to ensure the Board of Managers have adequate and accurate information to conduct meetings.
2. Prepare and send notices, meeting minutes, and press releases for Board meetings to ensure stakeholders are informed of the District's projects and activities and ensure all legal noticing requirements are met.
3. Assist in drafting the District's annual report for the Board of Managers to review and approve. Submit the final Board-approved document to the appropriate agencies.
4. Prepare and submit reports required by the State to ensure compliance with agency requirements.
5. Organize office procedures such as information filing and retrieval systems, supplies, and inventory ordering.
6. Answer phone calls, welcome visitors, and assist landowners with questions and concerns.
7. Maintain District financials records and reconcile bank statements monthly to ensure District accounts are balanced.
8. Record deposits and withdrawals from project accounts to accurately track state grants, county proceeds, contractor/consultant invoices. Ensure accurate allocation of funds into project and ditch accounts.
9. Prepare payments to vendors and ensure proper and accurate documentation is submitted for payments to be issued.
10. Prepare monthly and annual financial reports for the Board of Managers to review. Produce year-end financial reports and record year-end account allocations.
11. Prepare tax documentation for appropriate vendors and landowners to ensure the District is in compliance with all state and federal tax laws.
12. Assist in managing day-to-day operation and workflow of the office building. Coordinate maintenance and repairs of office building and equipment to ensure the office space is in order.
13. Coordinate computer systems including software, hardware, maintenance, and updates to ensure they are operating efficiently.
14. Coordinate events and outreach activities with Administrator and Staff to promote the District's projects and mission.
15. Manage website and social media pages to inform landowners of activities and projects within the District.
16. Contribute to an office environment that encourages employee development, retention, and accountability for performance.
17. Strive for continuous improvement in all the above.