

# **RICHARDSON BAY SANITARY DISTRICT JOB DESCRIPTIONS**

## **OFFICE MANAGER**

### **Financial**

Record all financial transactions, including accounts payable, accounts receivable, and month-end/year-end closing entries  
Maintain the integrity of financial records and systems; Data integrity  
Reconciliation of General Ledger accounts  
Assist with the preparation of the annual Budget  
Financial analysis, including standard Financial Statements, and Budget Comparisons  
Assist with the Annual Audit

### **Administration**

Operate the District's office equipment  
Typing and filing  
Type and/or transcribe a variety of written material from handwritten copy and/or audio recordings  
Compose memos, reports, and other correspondence as requested  
Maintain a variety of information files and records regarding personnel, budget, and capital improvements and purchasing  
Consolidate and close files for storage  
Maintain manuals and update resource materials Coordinate filing of annual 700 Conflict of Interest Reports by Board Members and District staff with the County of Marin and Statement of Facts reports with the County Clerk and Secretary of State

### **Public Relations**

Serve as receptionist and radio dispatcher, screening telephone calls and visitors, responding to complaints and requests for information  
Review plans, calculate and collect permit fees  
Respond to a wide variety of general and standard questions and inquiries from District staff, contractors, builders, realtors, engineers, and the general public regarding District regulations and permit requirements.  
New Vendor set up and correspondence

## **Bookkeeper**

Calculate and apply amounts, collect fees, and maintain records and files regarding payments  
Organize District Board Meeting agendas and draft resolutions and ordinances as needed, using similar items and/or edit drafts from District Counsel  
Attend meetings, take minutes, and transcribe notes into typewritten minute's format, as Recording Secretary for the Board of Directors  
Notarize documents Prepare bi-weekly payroll and all quarterly and annual payroll tax reports. Update employee records, including pay rates and benefits  
Maintain employee unused time off records

Other duties as necessary and/or directed

Familiar with the following

Computer Software  
New Views - Accounting Software  
Word  
Excel  
Parcel Quest