

**LOWER ELKHORN NATURAL RESOURCES DISTRICT
LOGAN EAST AND WAU COL RURAL WATER SYSTEM
ADMINISTRATIVE ASSISTANT**

Nature of Work

This is specialized administrative work involving the application of advanced accounting principles in the maintenance of financial accounts and records requiring independent judgment and decisions and the general oversight of an office.

Work involves performing professional accounting and administrative duties, which require a working knowledge of financial principles and practices. Employees in this class work within established accounting systems and procedures. Work requires the ability to make independent decisions and application of basic and complex accounting techniques. Work is supervised by the Rural Water System Manager and the NRD General Manager.

Examples of Work

Maintain computer accounting spreadsheets for budget, accounts receivable, accounts payable, income journal and/or inventory; record daily transactions; computes encumbrances, expenditures and available balances; transfer unexpended balances; reconcile account balances; and prepare monthly reports of sales tax related to the system.

Maintain customer billing and collection of accounts to include: send reminder cards and disconnect notices; mail out monthly billing statements.

Assist in the preparation of the annual budget and audit.

Develop modifications or initiate improvements in record format of accounting systems.

Serve as office coordinator and representative for the Rural Water Systems when receiving requests, inquiries and office calls from a diverse general public and various agencies; respond accordingly to requests.

Perform routine work including: prepare and send out bulk mailings; filing; typing; and maintaining office supplies.

Attend monthly meetings of the Logan East Rural Water System Advisory Committee including: publishing public meeting notices, preparation of agendas and Committee member information packets, and scheduling of meetings. Respond to questions and/or concerns related to the financial operations, financial reports, customer's complaints, etc. May attend other meetings as necessary.

Maintain all RWS insurance records and daily/monthly employee time sheets.

Print, distribute, and maintain all incoming Diggers Hotline of Nebraska requests. Submit information for all outgoing requests.

Knowledge, Ability and Skill

Knowledge of accounting principles and practices including governmental and budgetary accounting.

Knowledge of modern office practices procedures, equipment and standard clerical techniques.

Thorough knowledge of modern office equipment including computer, scanner, printer, and telephone (both landline and cellular). Experience with software including Microsoft Word, Excel, Outlook, and QuickBooks.

Ability to apply advanced accounting principles to the maintenance of financial accounts and records.

Ability to make accurate complex and varied mathematical computations and tabulations and to utilize accounting software/spreadsheets.

Ability to communicate effectively both orally and in writing.

Ability to establish professional and effective working relationships with co-workers; government officials/agencies; and a diverse general public.

Work is primarily performed in an office setting. Physical requirements are minimal.

Preferred Qualifications

Bachelors or Associates Degree with major course work in accounting; business; finance or related field; plus two (2) years related work experience.

Minimum Qualifications

Graduation from a senior high school, or equivalent, with post secondary course work in accounting, business, or finance; and some experience in performing varied office and clerical tasks including documentation and maintenance of financial transactions; or any equivalent combination of training and experience which provides the desirable knowledge, ability and skill.

Necessary Requirements

Possession of an applicable Nebraska Water Operators Certificate or ability to obtain one within a time frame agreeable with supervisors and/or Advisory Committee.

This description was prepared to indicate the kinds of activities and levels of work difficulty required of this position. It is not intended as a complete list of specific duties and responsibilities.