

WEST KERN WATER DISTRICT
JOB DESCRIPTION

- **JOB TITLE:** *ASSISTANT TO DIRECTOR OF FINANCE*
- **DEPARTMENT:** *ACCOUNTING*
- **REPORTS TO:** *DIRECTOR OF FINANCE*

■ **MISSION**

Perform administrative, accounting, and secretarial duties for the Director of Finance in an efficient and timely manner.

■ **DUTIES**

- * Under administrative direction of the Director of Finance, is responsible for department administrative duties and accounting requirements of the District.
- * Type correspondence, perform data processing and prepare statistical records.
- * Processes mail, and maintains all files and records pertaining to all aspects of District accounting department.
- * Performs overall daily supervision of clerical and field department staff and provides general office support to other departments as required.
- * Generate District personnel payroll and related reports, maintain records, and assist District personnel with payroll-related concerns.
- * Maintains appointment calendar for the Director of Finance and provides administrative telephone support for the Administration/Accounting Department.
- * Assists with budget compilation and maintenance of records and general expense accounting.
- * May handle confidential matters, be assigned to special projects, or prepare informational materials as required.
- * Perform other duties as assigned.

■ **QUALIFICATIONS**

- * Thorough knowledge of bookkeeping methods for the proper maintenance of accounts payable.
- * Knowledge of banking, payroll, federal and state taxes, and related procedures.
- * Should be familiar with bookkeeping and cost accounting for Governmental agencies.
- * Ability to proficiently operate a ten key adding machine, and knowledge in the operation of computer equipment and related data and word processing programs, as well as various office equipment and procedures.
- * Significant office management experience.
- * Must maintain harmonious relationships, deal tactfully and courteously with the public.
- * Willingness to work irregular hours in periods of emergency and heavy work load.

■ **EDUCATION & EXPERIENCE**

- * Graduation from high school or G.E.D. equivalent supplemented with college courses in accounting.
- * Three (3) years experience in a related field, preferably a public utility.
- * This position requires possession and maintenance of a valid California driver's license.
- * Must be insurable as a driver by the District's insurance carrier at all times. Should the District's insurance carrier at any time refuse to insure the employee, such refusal may be grounds for termination.

■ **SALARY RANGE**

\$5,268.66 - \$7,304.43 per month

NOTE: This is an exempt position

THIS CLASS SPECIFICATION IS INTENDED TO BE SUFFICIENT MERELY TO IDENTIFY THE CLASS AND BE ILLUSTRATIVE OF THE DUTIES THAT MAY BE ASSIGNED. IT SHOULD NOT BE INTERPRETED TO DESCRIBE ALL OF THE DUTIES AN EMPLOYEE ASSIGNED TO THIS CLASS MAY BE REQUIRED TO PERFORM.