

Franklin County Irrigation District No. 1

Job Title: Office Manager

Reports to: Operations Manager/Board of Directors

The office manager is responsible for performing a variety of administrative and accounting duties, including accounts payable, payroll and records management. There is no supervision of others.

ESSENTIAL DUTIES AND RESPONSIBILITIES include but are not limited to the following:

- Attend all meetings of the Board of Directors; prepares and distributes agendas, board packets, notices, minutes and resolutions for the Board of Director meetings;
- Prepares District payroll, quarterly and year-end payroll reports to meet both state and federal requirements and payroll tax deposits and reporting;
- Verifies accuracy of invoices received by the District, prepares them for approval and payment and maintains vendor records, including required tax forms and reporting;
- Provides customer service on the telephone or at the front counter;
- Performs other related duties as required or assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Generally accepted accounting principles and procedures;
- Computers and applicable software applications
EXCEL, WORD, Quickbooks
- Payroll and benefits compliance tax regulations and reporting requirements;
- Records management procedures and requirements;
- Customer service techniques and telephone etiquette;
- Filing and file maintenance techniques;
- Basic office procedures.

Skill in:

- Reviewing, verifying, and accurately processing payroll records and information;
- Operating standard office equipment such as personal computers, printers, fax machines and copiers;
- Maintaining confidentiality;
- Paying attention to detail and accuracy;
- Working independently on multiple tasks;
- Organizing and prioritizing work assignments.

Licensing and Certifications:

- Requires a valid Driver's License
- Must be bondable; notary public certification within two months of hire;

Experience/Education:

Any equivalent combination of education and experience that provides the applicant with the knowledge, skills and abilities required to perform the job. Although not required, knowledge of irrigation district law and/or public works contracting is beneficial.

This job description does not constitute an employment agreement and may be changed or amended at any time to meet the needs of the District.

Applications may be obtained at the District office located at 4320 Road 111, Pasco, WA.

Position closes at 4:30 pm, October 27, 2017.