



Administrative Officer: Job Description

Essential Functions

The Administrative Officer (AO) manages office operations, drafts minutes, performs research and prepares reports, manages the tax collector software and delinquency follow-through and maintains records. In addition, the AO is the District's Bookkeeper performing financial transactions, the office audit and is responsible for adherence to state and federal government reporting requirements.

Specific Duties

Bookkeeping (35%)

- Pay appropriation requests, bills and payroll every two weeks.
- Comply with state and federal government reporting requirements including monthly, quarterly, and annual taxes, workers compensation, Census reports, etc.
- Reconcile bank accounts.
- Tag and monitor local bank rates.
- Provide audit trail and payroll reports to the accountant quarterly.
- Assemble information for and manage the annual office audit.
- Maintain an orderly accounting filing system.
- Maintain the chart of accounts.
- Maintain the petty cash fund.
- Prepare reports as needed.

Tax Collector Compliance (35%)

- Manage tax collection from currently registered businesses and lodging establishments.
- Approve new businesses registrations.
- Manage the tax collection and short term rental software programs.
- Create reports that show differences in year-over-year collection by businesses.
- Research and prepare tax info for fairs and markets.
- Prepare Notice of Noncompliance Letters for three-month delinquent collectors.
- Manage non-compliance and execute payment plans.
- Follow up with compliance audits as needed.
- Organize electronic filing for important and confidential District documents.
- Must be detail oriented and have persistence.

Office Management (25%)

- Manage the front desk by providing 9:00 a.m. to 5:00 p.m., five day a week office hours.
- Take board meeting minutes.
- Assemble board meeting packets and appropriation binders and distribute.
- Prepare reports and presentations as needed.
- Manage the office space, files, equipment, supplies, etc.
- Manage the website to ensure the information is up to date and informative.
- Maintain a District calendar and schedule for the District.
- Special projects and other priorities.

Other (5%)

- Other duties as necessary.

Compensation

This is a 40-hour week full time position. Salary range for the position is \$40,000-\$60,000. Position includes health benefits, MPERA retirement and vacation leave.