

Freedom Sanitary District No. 1 Position Description for Administrative Assistant

Position Title: Administrative Assistant

Department: District Office

Reports To: Utility Administrator, Terri Romitti

Job Description

The Freedom Sanitary District No. 1 Administrative Assistant is responsible for assisting in meeting the administrative and operational needs of the District. This is a part time position and reports to the Utility Administrator.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Provide administrative support to the Utility Administrator by:

- Receiving and directing visitors.
- Fielding and screening telephone calls.
- Managing calendars.
- Assist in coordinating District meetings and related events.
- Gathering information and conducting research.
- Assisting in the preparation of materials for the District.
- Performing light bookkeeping, filing, and accounting.
- Updating operations manuals and other materials.
- Data entry and word processing.

Detailed Job Tasks:

- Perform quarterly billing functions.
- Perform move-in/move-out entries.
- Assist in payroll data entry.
- Track hauler data and perform monthly billing.
- Manage meter inventory and release of meters.
- Assist customers/agents with billing inquiries.
- Assist in mailings as needed.
- Create correspondence.
- Perform accounts receivable entries accurately.
- Assist contractors/property owners in water and sewer permit process.
- Manage cross-connection appointments and follow-up paperwork.
- Assist in coordination of Private Well Program.
- Prepare deferred payment agreements and monitor compliance of such agreements.
- Process Title company closing letters.
- Assist in Tax Roll process.
- Update customer database as required.

Minimum Requirements:

- High school diploma/GED is required, associate's degree preferred.
- Must have a valid Wisconsin driver's license and a good driving record.
- Computer application proficiency with Microsoft Office products, especially Excel and Word.
- Strong computer and internet research skills.
- Familiarity with accounting software.

Physical and Mental Qualifications:

- Ability to communicate effectively with District commissioners and personnel, consultants, and the general public in a professional manner.
- Sensitivity to confidential information.
- Ability to be flexible when priorities or delegated tasks change.
- Ability to coordinate eyes, hands, feet, and limbs in semi-skilled movements for such tasks as data entry and assembling require.
- Perform repetitive work in a variety of duties while maintaining speed, accuracy, and sustained attention without a loss of production.
- Work hours may vary dependent upon tasks.
- Ability to multi-task.