

Rancho Pauma Mutual Water Company
Administrative Assistant
Reports To: Office and Compliance Manager
Supervisory Responsibilities: None

Description

Under the general supervision of the Office and Compliance Manager, performs a variety of administrative assigned tasks. This position necessitates administrative, secretarial and accounting duties.

This part time position requires to work twenty-five hours per week during business office hours. Business office hours are Monday – Friday from 8:00 am to 4:00 pm. A weekly schedule will be provided at least two weeks prior to the start of that work week. The weekly schedule may be adjusted from time to time to accommodate the Office and Compliance Manager’s needs, but not without at least two weeks of notice.

Minimum Qualification Requirements

Unless required by law, experience and education may be substituted for each other upon approval by the Administrative Manager or their designee.

Education:

High School diploma or equivalent

Experience:

Administrative Assistant – Ability to understand and follow written and verbal instructions; maintain routine paperwork, time sheets, and other records in accordance with Company standards. Make arithmetical calculations as needed. Experience using computer applications such as but not limited to, Microsoft Excel, Microsoft Word, Microsoft Powerpoint, and Google Workspace. Ability to successfully utilize QuickBooks software is preferred. Starting salary of \$22 per hour, depending on experience.

Detailed Duties and Responsibilities:

The responsibilities of the at will position includes but are not limited to performing a variety of administrative tasks, training will be provided as necessary. This position requires providing assistance to the Office and Compliance Manager, Administrative Manager, the Board of Directors and the public. Answer and direct telephone calls; greet and help walk-in customers; perform accounting work, including monthly invoicing, accounts receivable, accounts payable and audit activities; assist in the preparation for Board meetings; attend Board meetings as directed and record the minutes; file Company records; have general knowledge of water quality testing dates and results; participate in the preparation of monthly, quarterly, and annual reporting; maintain water stock certificates; maintain and order office supplies; ensure the Company website is accurate and upload new information as it becomes available. The ability to interact successfully in a team environment and the ability to work independently with a clear understanding of goals and objectives are essential. Excellent verbal and written communication skills and stable, reliable attendance are required. Performs all other duties as assigned.

Physical Requirements:

Activities such as ability to tolerate frequent standing, walking, sitting, reaching, lifting up to 25 lbs., stretching, twisting, turning, kneeling, bending, stooping, crouching, squatting, climbing, balancing, crawling, throwing, and jumping in the performance of daily activities; ability to effectively utilize various office equipment; effective communication with others in person, electronically and by phone; hearing and vision within normal range with or without correction.

Environment:

Works primarily indoors in climate-controlled office. Surfaces at times may be wet, slippery, and uneven, where dust, dirt and odors are infrequently encountered, noisy conditions at times.

Internal:

Interaction with Office and Compliance Manager and the Administrative Manager to review work assignments; all other Company personnel as required.

External:

Interaction with the general public to answer basic questions during the course of carrying out the work assignments; consultants and vendors as necessary to coordinate projects and purchase supplies.