

Kanawha Water District

P.O. BOX 1054, 360 N. COUNTY ROAD G • WILLOWS, CA 95988

PH. (530) 934-5476 • FAX (530) 934-7926

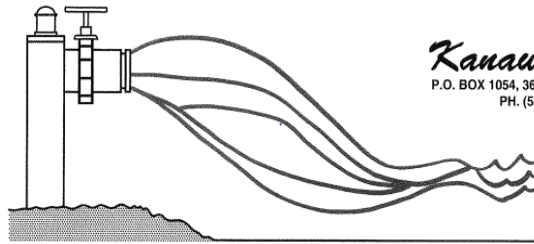
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WE ARE HIRING AN ADMINISTRATIVE SPECIALIST!

To Apply Please Send Cover Letter and Resume to
Kanawha1@att.net

Job open until filled

Please see Job description below



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Administrative Specialist

Job specifications are intended to present a descriptive list of the range of duties performed by employees. Specifications are not intended to reflect all duties the job holder will perform.

POSITION: Administrative Specialist

STATUS: Full-time/At will

HOURS: 5 days a week (40 hrs.week) (7 a.m.-4 p.m., 1hr. lunch)

SALARY RANGE: \$50,000 - \$80,000 Annually DOE

BENEFIT PACKAGE: Sick leave, Paid Vacation, Health Insurance, Life Insurance, Retirement, and Pension.

GENERAL DESCRIPTION

The Administrative Specialist will work under the direct supervision of the General Manager to provide a full range of clerical and administrative support for Kanawha Water District's office operations and landowner/water user services. This position is crucial in ensuring the smooth operation of day-to-day administration, accurate record-keeping, and responsive customer service for the community we serve.

The role requires a self-motivated individual who can provide high-quality administrative support while maintaining professionalism, confidentiality, and efficiency. In addition to supporting Kanawha Water District, the position also involves administrative responsibilities for the Glide Water District, which Kanawha manages under an annual operating agreement. While Glide remains an independent public agency, Kanawha oversees its daily operations, regulatory compliance, and customer service functions under this agreement, reviewed annually by both governing boards.

The Administrative Specialist will regularly handle sensitive information and communicate directly with landowners, board members, and partner agencies. The individual must also be eager to learn about general irrigation water measurement and accounting, as well as the United States Bureau of Reclamation's Water Service Contractor accounting processes, to support accurate tracking and reporting of contract water use. Strong skills in professional communication, office procedures, and modern office technology are required. Proficiency in Microsoft Word, Excel, Publisher, Adobe Acrobat, and QuickBooks is preferred.

ESSENTIAL FUNCTIONS

Accounts Payable:

- Process accounts payable transactions; review invoices and assign account numbers to District Administration accounts.
- Data entry: processing of checks and necessary materials. Reconcile all accounts monthly and prepare monthly reports on accounts payable transactions.

Accounts Receivable:

- Process all billings (water use, assessments).
- Assessments: Both O&M assessments and Land-based assessments are both billed out biannually.
- Water use: Enter data from H2O Pro, which is the District's Water Accounting Software, into the District's Financial Accounting Software (QuickBooks Pro) to prepare statements.
- Receive all checks and post information to the individual accounts. Make Bank deposits and maintain the bank ledger. Reconcile all accounts monthly and prepare monthly reports on accounts receivable transactions.

Payroll:

Maintain employee files, including the calculation of sick leave, vacation, and compensatory time; prepare payroll checks, quarterly reports, Workman's Compensation reports; payment of all payroll taxes; and process monthly payroll journals, year-end W-2's and other required IRS and Franchise Tax Board forms.

Clerical:

The Administrative Specialist supports the District by managing correspondence, filing, and document organization; preparing agendas, board packets, financial reports, and legal notices; and attending monthly Board meetings to record minutes. The role also includes maintaining water applications, USBR RRA reporting forms, landowner assessments, and year-end reports on land, crops, and water use. Additional duties include assisting the General Manager with travel arrangements and providing general administrative support to ensure efficient operations and compliance with all requirements.

Reception:

Answer the telephone, receive and schedule water orders, and greet the public in such a way that maintains a favorable public image. Answer questions about the rules and regulations of the District, as well as general information about the District.

Office Equipment:

- Operate a variety of office equipment, including computers, copiers, ten-key, fax machine and related machines. Responsible for the office equipment upkeep as well as maintaining warranty and maintenance contracts.
- Perform other related duties and responsibilities as required.

SUPERVISION RECEIVED AND EXERCISED

- All duties are under the direction of the General Manager.

PREFERRED QUALIFICATIONS

Knowledge of:

- Basic bookkeeping and accounting principles and practices.
- Record keeping principles and practices.
- Modern office procedures and methods.
- Computer hardware and software, including but not limited to, Windows 11, Word, Excel, and Quick Books Pro.
- Principles of mathematics.
- Principles of basic report preparation.
- Pertinent Federal, State and local laws, codes and ordinances.

Ability to:

- Use and operate a computer.
- Prepare financial statements and reports.
- Communicate clearly and concisely, both orally and in writing.
- Maintain effective relationships with those contacted in the course of work.

Experience and Training:

- Two years of experience in responsible clerical work, including some experience in accounting preferred.
- Education equivalent to the completion of the twelfth grade.

Physical Requirements:

Essential functions may require maintaining physical condition necessary for sitting, standing, bending, and stooping for long periods of time, lifting, the ability to operate office equipment, and completing all office duties.