

**CLASS TITLE: Administrative Assistant/Finance Officer
Neuse Regional Water and Sewer Authority – LaGrange, NC**

PURPOSE OF CLASS: Under general supervision of the Executive Director, performs administrative/technical and advance secretarial work in administrative functions.

A person in this position performs a wide range of intermediate to complex administrative work and a variety of administrative support and office tasks in human resources and accounting, and related work as apparent or assigned. This individual may take direction from Executive Director and various management staff in different departments.

This job requires: Thorough knowledge of standard office practices, procedures, equipment and office assistance techniques; general knowledge of the organization and functions of the various departments; understand and explain pertinent policies and procedures; perform intermediate to complex administrative duties with speed and accuracy; detail oriented, organized and able to meet deadlines; ability to perform and organize work independently; great time management and multitasking skills; process, input, compute and reconcile financial data; complete quarterly and yearly reports; strong knowledge of QuickBooks, Excel, Word and Power Point; various Human Resources duties to include to prepare and maintain accurate documents, records and reports for personnel; type written correspondence for Executive Director when needed; complete bids when needed; must have accounting experience – preferably governmental; attend official Board meetings; establish and maintain effective working relationship with the Staff, Board of Directors and the General Public; performs assigned duties as required.

Minimum Requirements: Considerable knowledge of bookkeeping principals, and practices. Considerable knowledge of established governmental and departmental budgeting and bookkeeping procedures. Must have a strong knowledge of QuickBooks; must be able to use office equipment and have good secretarial skills; general knowledge of business English, spelling and arithmetic; ability to type accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to meet the public effectively; ability to maintain and establish effective working relationships with others; ability to follow oral and written instructions, valid North Carolina Drivers License. Applicants are required to submit to a Pre-placement medical screening, including a drug screen.

Education and Experience:

Minimum (4) year Accounting or Business Degree with considerable experience with Word, Excel, Power Point and QuickBooks. Considerable experience with (2) year degree will be considered.

Competitive Benefits Package

Salary: Dependent upon Qualifications

Please go to www.nrwasa.org to complete application.

Mail application, letter of interest, salary requirements and Resume to:

Executive Director
2811 Barrus Rd
La Grange, NC 28551

Or Email to:

Jessica.house@nrwasa.org

Applications will be taken until filled