

2. OFFICE MANAGER

a. DEFINITION

Under the District Manager's direction, to perform arrangements, accounting, and general office work in accordance with established policies; and to do related work as required.

b. DUTIES AND RESPONSIBILITIES

1. Performs district secretarial and accounting work.
2. Makes arrangements for funeral services with the general public and funeral directors.
3. Maintains district records and maps in connection with funeral service, sale of plots, and any other district service.
4. In absence of the District Clerk, will serve as secretary to the Board of Trustees and will be responsible for the minutes of all board meetings.
5. Handling of QuickBooks and/or other accounting software necessary for accounts payable and receivable.
6. Preparation and storage of warrant requests, etc. to the County.
7. Reconciling QuickBooks and/or other accounting software with the County Reports.
8. Receiving and recording of sales transactions for the sale of plots, services, and miscellaneous incomes; making deposits, reconciling accounts.
9. Assisting the district with public inquiries.
10. Preparation and management of payroll.
11. Maintains district vacation and sick time accumulation.
12. Oversee proper inventory of supplies for the offices and grounds supplies as directed.
13. Assisting the public with questions or problems, regarding plots, services, and burials.
14. Balancing of disbursements and incomes.
15. Assist in the preparation of the annual budget.
16. Assist in the preparation of the annual financial audit.
17. Prepares and records county documents, monthly, quarterly and year end reports.
18. Assists with record retention and research of old plot and burial records, organizing archival files for research and preservation purposes.
19. Represent, upon occasion, the District at public meetings or association meetings or functions.
20. General trouble-shooting and miscellaneous duties as required.
21. Input and maintenance of plot and owner information into our record management software system.

c. EMPLOYMENT STANDARDS

1. KNOWLEDGE OF:

- a. General bookkeeping skills.
- b. Methods, practices and terminology used in governmental financial and budgetary work.
- c. Office practices and procedures.
- d. Cemetery operation and established policies.
- e. Computer software developed for secretarial, accounting, and cemetery use.

2. ABILITY TO:

- a. Perform difficult financial clerical work requiring the use of independent judgment and initiative.
- b. Perform responsible and difficult secretarial and clerical work involving the use of independent judgment and requiring accuracy and speed.
- c. Analyze situations accurately and adopt an effective course of actions.
- d. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness.
- e. Type at a speed of not less than 45 words a minute from clear copy.

d. REQUIREMENTS

1. Must be bondable.
2. Must possess valid California Driver's license.
3. Education: equivalent to the completion of the twelfth grade

e. PHYSICAL REQUIREMENTS

While performing the duties of this job, the employee is required to:

1. Frequently operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard;
2. Frequently stand, sit, walk and talk or hear;
3. Occasionally carry, push, pull, and/or move light to moderate amounts of weight up to 25 pounds;
4. Occasionally balance, stoop, kneel or crouch;
5. Occasionally walk/negotiate uneven, sloping or slippery ground;
6. Occasionally travel to other locations using private transportation or District vehicles;
7. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus.