



Montecito Sanitary District

THE DISTRICT

The Montecito Sanitary District employs 18 full-time staff members responsible for the collection, treatment and disposal of wastewater in the Montecito community.

Mission Statement

A community service commitment to protect public health and safety and to preserve the natural environment through the collection, treatment and disposal of wastewater in the most cost-effective way possible.

THE POSITION

Accounting & Administrative Assistant

RESPONSIBILITIES

The position involves general clerical and administrative support duties as well as customer service, plan checking and review, permit preparation and processing of payments. Essential functions of the position will also include: independent handling of incoming calls, preparation of correspondence and standard agreements, front counter customer interaction, data entry into the GIS database and preparing invoices for accounts payable. The ideal candidate would also have experience with general accounting duties such as general ledger postings, bank reconciliations, and trial balances.

QUALIFICATIONS & STANDARDS

EDUCATION & EXPERIENCE

Bachelor's Degree (B.A.) or equivalent from a four year college or university, plus a minimum of five (5) years of related office, administrative and clerical experience, or equivalent combination of education and work experience. Must have a current and valid driver's license, and if not already a Notary Public, the ability to become one.

DUTIES

1. Act as the District's Front Office relations and primary customer service representative.
2. Provide exemplary customer service to all individuals by demonstrating a willingness to be attentive, understanding, responsive, fair, courteous and respectful, and to actively participate in maintaining a positive customer service environment.
3. As the "face" of the District, provide exemplary customer service to the public, via telephone, email, and front-desk communication.
4. Manage accounts payable consisting of payment of the District's monthly and ad-hoc bills, vendor management, invoice review and account coding.

5. Oversee incoming cash receipts of fees paid online via credit card or e-check with AllPaid system, as well as manual checks received by the district via mail or drop-off and assisting the District Administrator with recording deposits appropriately coordinating with the appropriate permit.
 6. Participate in the preparation of assigned budget; maintain and monitor appropriate budgeting controls; process routine fund expenditures including purchase orders, work orders, and petty cash.
 7. Coordinate building plan review with County of Santa Barbara and issue sewer service availability letters and sewer lateral repair letters
 8. Issue District permits and track permit payment status
 9. Record transaction information and manage data in the GIS/customer management database.
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Knowledge/Skills/Abilities:

General: Ability to prioritize, organize, solve problems, and complete tasks independently; ability to follow verbal and written instructions and to accept constructive criticism. Ability to follow, understand and perform all aspects of the District's administrative and safety policies and procedures throughout employment.

Technical: Must have general knowledge of the operational requirements of a wastewater treatment plant, collection system piping and appurtenances and sanitary sewer lift stations.

Mathematical: Ability to work with mathematical concepts such as addition, subtraction, multiplication and division. Accurately tabulate, record and balance assigned transactions.

Communication: Ability to read and interpret documents, clearly and concisely communicate information in one-on-one and small group situations to co-workers, managers and the general public.

Computer: Ability to effectively operate a personal computer, numeric keypad and/or 10 key, and other office equipment, preferably MS Office applications, including MS Word, Excel, and Outlook.

Reasoning: Ability to follow instructions and assist in defining problems, collecting data, establishing facts, and drawing valid conclusions.

Physical and Environmental Elements:

Physical demands: Maintain physical condition appropriate to the performance of assigned duties and responsibilities including sitting for extended periods of time and operating assigned office equipment. Ability to stand, walk, and reach with hands and lift up to 50 pounds for assigned duties that require lifting. .

Vision: Ability to maintain effective visual discrimination and perception needed for Reading and writing and operating assigned office equipment to complete assigned duties.

Work Environment: Will be subjected to an office environment . Will regularly be required to work near moving mechanical parts and work in outdoor weather conditions. May frequently work in wet or humid conditions. Will frequently be required to work in high, precarious places, and be subjected to vibration, fumes or airborne particles.

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