

Administrative Secretary

1. Responsibilities:

Assists the Executive Director in all phases of work and performs the following listed tasks under the direction of the Executive Director and/or Business Administrator.

- (a) Payroll – In charge of Time Clock and Enters payroll for employees and prepares payroll checks. Stamps employee paychecks and submits weekly payroll reports to Business Administrator. Maintains files for generated payroll reports.
- (b) Electronically scans checks or makes deposits at bank daily or as necessary, following established procedures. Maintains records and deposits; checks weekly and makes electronic transfers for certain agency accounts.
- (c) Maintains Petty Cash on hand and Petty Cash checking account. Stores and retrieves items in the office safe.
- (d) Maintains records for the Municipalities' sewage treatment fees, as well as billing all other users. Also prepares any other invoices necessary.
- (e) Enters and maintains computerized data for cash receipts, aging, interest, and balances for septage haulers. Completes monthly billing for all Septage Haulers. Performs monthly reconciliation with recorded received septage haulers payments and billing records.
- (f) Performs monthly reconciliation of all bank and trust statements and prepares monthly cash position of accounts.
- (g) Board Meetings - Prepares Agenda after consultation with Executive Director, Business Administrator, General Counsel and Chairperson. Makes reminder calls and emails to Commissioners and Board Members regarding meetings. Prepares draft resolutions and after review by Executive Director, Business Administrator and General Counsel finalizes documents for meeting. Transcribes and types minutes when necessary. Confers with Executive Director and Business Administrator for general preparation of meetings (special matters if required, etc.). Prepares, types, and processes all correspondence and documents for the Board Secretary as required. Acts as Recording Secretary as needed. Arranges public notices to be posted where specified.
- (h) Takes dictation and transcribes minutes of any internal meeting as required.
- (i) Inputs data for NJDEP, DMR and Process Control Reports.
- (j) Types and processes monthly reports to Users if needed.
- (k) Types Bid Specifications and Standard Operations Procedures Manuals, under direction of Business Administrator as necessary.
- (l) General - Prepares and types letters, reports, faxes, and other documents as needed. Prepares and types legal ads and resolutions per instructions of Business Administrator or/and General Counsel. Organizes and maintains files as required. Forwards copies of all insurance matters to General Counsel. Takes dictation from Executive Director and other Administrative Staff. Checks incoming mail and takes care of routine inquiries. Prepares injury reports for Workers Compensation claims when necessary and mails to insurance company. Answers routine telephone inquiries. Takes care of routine general office matters. Assumes duties of Business Administrator when necessary. Notarizes documents.
- (m) Maintains Personnel files. Helps manage Human Resource services.
- (n) Prepares all contracts and related documents for procurements and contracted services under the direction of the Executive Director and Business Administrator. Prepares and maintains files for all services, professionals, and contractors under contract.
- (o) Acts as Affirmative Action Officer for the Authority.

- (p) Assists Business Administrator in the following areas and all other phases of work:
 - (1) Inputs Vouchers/Requisitions.
 - (2) Mails out payments to vendors after monthly meeting.
- (q) Issues connection fee permits and maintains connection permit files.
- (r) Acts as Custodian of Records for the C.C.U.A. In charge of responding to all OPRA requests, works with Admin. Staff and General Council to prepare as necessary.
- (s) Issues connection fee permits.
- (t) Assists all of Administration and Hourly employee when needed.

2. **Education / Experience:**

- (a) High school graduate or equivalency certificate.
- (b) An A.A. Degree in Office Operations or equivalent in work experience.

3. **General Requirements:**

- (a) Typing and the capability of taking and transcribing dictation.
- (b) Financial background and/or experience.
- (c) Computer literacy in Microsoft Office, Excel and other office software.
- (d) Notary Public
- (e) Should possess and maintain a valid driver's license and have a safe driving record.