

**JOB ANNOUNCEMENT**  
**Administrative Assistant-Accounting & Bookkeeping**  
Nemaha Natural Resources District

The Nemaha Natural Resources District is accepting applications for the full-time position of Administrative Assistant located at the NRD headquarters in Tecumseh. Minimum three years' experience with payroll, accounting, and bookkeeping required; two-year degree in a business-related field preferred. Strong computer, general office, and organizational skills required. Beginning salary \$34,320 plus benefits package which includes health insurance, retirement, holidays, vacation and sick leave. **Submit applications and resumes by 4:30 p.m. Friday, October 4, 2019**, to Nemaha NRD, 62161 Hwy 136, Tecumseh NE 68450. (Application forms are available on the Nemaha NRD's website, [www.nemahanrd.org](http://www.nemahanrd.org), under the Resources tab.) The Nemaha NRD is an equal opportunity employer.

***General Description and Responsibilities:***

The position of Administrative Assistant (AA) is a full-time position with the Nemaha Natural Resources District and will work out of its headquarters located in Tecumseh, Nebraska. The position qualifies as "exempt status" as defined in the federal Fair Labor Standards Act. The AA is directly accountable to the General Manager (GM).

The duties of this position require initiative, ingenuity, resourcefulness, and sound judgment. The employee will possess a high level of responsibility for independently carrying out the diversified and specialized duties of this position. The Administrative Assistant is also responsible for carrying out some of the customer relations duties of the Secretary when the Secretary is not available.

**ACCOUNTING, AUDIT, BUDGET**

- Accounts payable & accounts receivable (including processing of incoming credit card payments)
- Producing monthly, quarterly, and annual financial reports, tracking cash account balances
- Gather information and oversee preparation of the annual budget. Develop and provide related informational materials to the board and staff during the budgeting process. With assistance from the GM, complete and submit the required budget documents to the State Auditor's office by the required deadline. Act as the NRD's liaison with the State Auditor's office.
- Manage and report on District investments, loans, lines of credit; recommend changes to board on investment policy as the financial environment changes.
- Coordinate annual audit of financial records.
- Prepare and distribute 1099s and any other year-end tax reports

**PAYROLL & EMPLOYEE BENEFITS ADMINISTRATION**

- All aspects of payroll processing including year-end reporting
- Maintain employee history files
- All activities related to employee benefits programs and administration
- Attend benefit program training or information meetings as necessary (may include acting as representative on State Benefits Committee)

**BOARD OF DIRECTORS**

- Prepare monthly Treasurer's Report for board meetings
- Record per diem and expenses; issue payments quarterly; maintain direct deposit information
- Attend Board of Directors' and related committee meetings during annual budgeting process

**GRANT & CONTRACT ADMINISTRATION**

- Provide assistance with the administration of grant funding received by the NRD.
- Attend meetings, tours, or workshops involved with newly approved grants as required
- Assist with administration of District contracts, leases, and agreements to include preparing contracts and other associated paperwork

**ADDITIONAL PROGRAM RESPONSIBILITIES**

- Backup support to the Secretary
- Coordinate travel plans for staff & directors
- Track expenses for board members and staff and assure that activities follow established rules, laws, and guidelines
- Assist with information/education activities as time allows
- Administrative support to water department to include assistance with grants and new program requirements
- Maintain/coordinate updated inventory of equipment, furniture, and tools
- Assist with/coordinate staff wellness activities
- Attend statewide administrative meetings, events, and training as feasible and necessary.