

## Beach Mosquito Control District Job Description

**Job Title:** Office Manager/Bookkeeper

**Department:** Administration

**Reports To:** Director

**FLSA Status:** Non-Exempt

**Last Updated:** 8/12/2020

**Summary:** Perform a variety administrative tasks to support the District including but not limited to: human resources, accounting and payroll and timeclock tracking

### Essential Functions:

- Maintains computerized bookkeeping (Quick Books) system according to established accounting regulations
- Manages all revenue funds and maintains various bank accounts
- Responsible for all billing records pertaining to District insurance policies including employee health, vehicle and property, liability and workers compensation, including but not limited to contact with agents, filing claims and final audits
- Assist Director in preparation of bids and annual budget preparation
- Prepares financial statements and required state and financial activity reports monthly
- Participates in staff meetings to include taking minutes
- Responsible for monitoring requirements for TRIM and Special Taxing Districts, including preparing required ads
- Keeps all HR records and files including personnel files, 457 plan, Florida Retirement System
- Attend seminars to keep abreast of changes to State and Federal regulations, as required
- Greets visitors and serves as receptionist
- Other duties and projects as assigned

**Supervisory Responsibilities:** None

### Qualifications:

- Must have a thorough knowledge of the principals of accounting
- Must have a high school diploma or GED
- Must have excellent computer skills including proficiency in Microsoft Office and QuickBooks
- Must have a valid FL Class E Drivers License with a clean driving record
- Must hold a valid Public Health Pest Control License within 6 months of hired

**Work Environment/Physical Requirements:**

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

**Physical Requirements:** Light physical activity is required on an occasional basis including lifting up to thirty five pounds, reaching and pulling with arms, stooping, kneeling and bending, walking, standing and climbing stairs. Use fingers and hands to grip a mouse and type on a keyboard. Excellent vision, both close and distance, is frequently required.

**Work environment:** The work environment is usually an office but occasionally could include helicopter hangars, and workshops. Very occasional exposure to all types of weather is required when the position is working outside, exposed to sun, rain, mud and insects. Noise level is usually low but occasional exposure to moderate noise levels when around aircraft. Working around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required occasionally.