

**Westchase District
Administrative Assistant
Job Description**

Financial & Administrative Support - four hours per day

All using Quickbooks Software

Payroll: Staff Semi-Monthly and Police Bi-Weekly. Includes new hires

Accounts Payable: Processed Semi-Monthly.

Reports Generated: Cash Flow, Check report, Expenses by Vendor and checks.

Accounts Receivable: Generate invoices (minimal amount), track payments.

Quickbooks: Ongoing maintenance.

General Insurance:

Property (with inventory list), Liability, Worker's Compensation.

Maintenance of Certificate of Deposits:

Solicitation, maintaining inventory, cash flow and decisions on renewals.

Maintain Broker Dealers list (bank listing).

Maintain TexPool and Bank interest rates.

IT:

Coordinate Priority list for IT Support Company for Bi-Weekly visits.

Handle any IT issues with staff and coordinate with IT Support Company.

Administrative:

Assist Records Officer. Assists with Open Records Requests.

Handle prep for WD, WDCF and WDAB board meetings.

Handle prep for WD Annual Public Hearing.

Clerical:

Handle Administrative Calendar.

Filing both paper and electronic.

Plan and schedule quarterly staff outings.

HCAD Information requests.

Support solicitation of services to be bid out in Admin area.

Other duties as assigned.