



Orange County Cemetery District Job Description

Job Details	
Job Title	Assistant to the General Manager
Reports To	General Manager
Salary Grade	\$4,683-\$6,146
FLSA Status	Exempt
Effective	July 2016

Summary

Describes the major purpose of this position and its role in the department and/or organization.

Position is responsible for providing administrative, personnel and accounting support to the General Manager and Cemetery Managers. Supervises administrative and accounting staff. Processes, maintains and reports on District financial transactions, personnel actions and payroll. Provides support to the County Auditor-Controller's Office, independent auditor and Board of Trustees on all requests.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the duties and responsibilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Duties and Responsibilities

1. Assists the General Manager by planning and organizing general business operations of the District; formulate, affect, interpret and/or implement management policies or operating procedures to expedite work flow and processes and to facilitate the implementation of policies and procedures.
2. Accounts receivables – Collects all receipts with payment; records in excel, match all totals; makes bank deposits; inputs deposit into County CAPS+ for General Manager's approval and reconciles all deposits with county issued month end reports.
3. Accounts payables – Receives all vendor invoices, confirm purchases with Managers and/or General Manager, prepare transmittal documents for submittal to County Auditor-Controller for check writing, reconcile with county issued month end reports and maintain vendor invoice files.
4. Assists in the preparation and monitoring of the District budget.
5. Manage the Records Retention program for the District; prepare responses to public records requests.
6. Manages District office support functions and activities. Prioritizes and assigns tasks and projects.



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7. Independently responds to routine letters, general correspondence and requests for information. Composes correspondence for General Manager's signature or approval.
8. Prepares Excel revenue and expense reports for all four District funds (General Operation, Endowment Principal, Endowment Income and Preneed) which are used in the General Manager's budget and in reports to the Board of Trustees.
9. Maintains all personnel records (employee files, performance evaluations, attendance records, time sheets). Input personnel actions into the County's HR system; input payroll into the County's Virtual Timesheet Interface; reconcile payroll with County-issued reports. Assist the General Manager in recruitment and hiring personnel.
10. Prepares final closing of fiscal year and assists the independent auditor with the annual audit. Includes preparing reports, provides all documentation as requested, contact with County Auditor-Controller's office and other sources as required. Sets up files for new fiscal year.
11. Supervises, training and evaluates subordinate personnel as assigned. Recommends the hiring of administrative and accounting personnel.
12. Participates in developing District office organization, policies and procedures. Analyzes policies and procedures and recommends and implements changes. Interprets policies and procedures to subordinate personnel.
13. Research, compile and analyze data for special projects, studies and reports.
14. Enters records and receipts into application, confirming accuracy of payments and recording customer purchases and burial information.
15. Meets with the public, answer phone, assist with questions or direct to appropriate source, receive payments.
16. Provides support to the Board of Trustee with processing reimbursements and correspondences.
17. Prepare and file county and state required forms (State of Economic Interest (Form 700), State Controller annual financial reports).
18. Adhere to District policy and procedures and the California Health & Safety Code.
19. May be required to perform other related duties as assigned by management.



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Job Requirements

Requirements for the satisfactory performance of each task.

Education

Describes the minimum education and training needed to perform this job.

Required	High School Diploma (or GED)
Preferred	Associate's Degree (AA) or equivalent college coursework with an emphasis on general business or accounting/bookkeeping.

Work Experience

Describes the type and minimum years of applicable previous work experience required to perform the job.

Required	At least five (5) years of bookkeeping and recordkeeping experience in a business environment or equivalent related work experience.
Preferred	Previous work experience in a public or government agency

Licenses, Registration or Certification

Licenses, registrations or certifications required to perform this job

Required	None
Preferred	Certificates in bookkeeping and/or business administration; Registered Notary.

Supervision / Direction Received

Supervises District Secretary and part-time accounting and clerical staff.

Supervisory Responsibilities

Does this position directly supervise others?	<input checked="" type="checkbox"/> Yes	<input type="checkbox"/> No
Job titles of supervised positions:	Secretary, Part-Time Accounting & Clerical	

Physical Factors

The physical demands 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 the essential functions.

	Continually 6+ Hours	Frequently 3-6 Hours	Occasionally 1-3 Hours	Rarely/Never < 1 Hour
Physical Factors				
Standing			X	
Walking			X	
Sitting	X			
Pushing/Pulling			X	
Climbing				X
Twisting				X
Stooping/Bending			X	
Kneeling			X	
Grasping/Gripping			X	



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Repetitive Movements		X		
Crawling				X
Reaching			X	
Talking		X		
Hearing		X		
Reading		X		
Writing		X		
Filing		X		
Typing		X		
Lifting/Carrying				
0-25 lbs			X	
25-50 lbs				X
Over 50 lbs				X
WORK ENVIRONMENT				
<i>The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i>				
Office working environment	X			
Exposure to dust, fumes, chemicals				X
Exposure to extreme heat/cold				X
Exposure to outdoor weather conditions				X
Exposure to loud noise				X
Vibration/Impact				X
Heights				X
Risk of electrical shock				X

Knowledge, Skills and Abilities

Knowledge, skills or abilities needed to successfully accomplish the essential duties of this position

- Knowledge of basic accounting principles and practices
- Knowledge of good record keeping practices
- Knowledge and skill in communication effectively and professionally
- Knowledge of sound administrative processes
- Sound knowledge of the District business operation
- Some knowledge of government accounting standards
- Principles of office management, budget preparation and financial record keeping
- Skill in accurately processing and recording accounting transactions and payroll
- Skill in researching and reconciling discrepancies in transactions and between record keeping systems
- Skill in using Microsoft Excel and Word
- Skill in setting up and maintaining recordkeeping and filing systems
- Ability to maintain confidential personnel matters
- Ability to learn new software applications as needed
- Ability to empathize with the emotional state of others