

**LAKE MINNETONKA CONSERVATION DISTRICT (LMCD)  
POSITION DESCRIPTION**

**TITLE:** Administrative Clerk (Part-Time)

**REPORTS TO:** Executive Director

**POSITION PURPOSE:** The purpose of this position is to perform a wide variety of tasks to: 1) assist the Administrative Assistant and Technician positions in secretarial and clerical support in the daily workload of the LMCD and 2) assist the Executive Director position, in coordination with the Administrative Assistant position, in the bookkeeping needs of the LMCD.

**POSITION RESPONSIBILITIES:**

**Secretarial/Clerical**

1. Provide front desk support. This includes support in greeting the public, the servicing of phone, mail, e-mail, and in-person inquiries for routine LMCD information (forwarding these inquiries to the appropriate LMCD employee, when needed).
2. Process LMCD Board of Director, committee, and other correspondent mailings for proper distribution.
3. Type and distribute correspondence to affected parties.
4. Assist in the administration and processing of LMCD applications.
5. Monitor and order office supplies, anticipating adequate supply within budget allowances.
6. Maintain and oversee the "Save the Lake" Fund database, including assistance in contribution campaigns.
7. Assist in the management of the LMCD's website.
8. Assist Eurasian Watermilfoil (EWM) Project Manager in the formulation of daily, weekly, and seasonal summary sheets for harvesting data.
9. Perform other secretarial and administrative duties as assigned.

**Bookkeeping**

1. Organize accounts receivable, with duties to include:
  - Document all funds received by the LMCD in a ledger, providing a receipt when needed.
  - Prepare billing notices and maintain payment records of member cities and others owing the LMCD funds.
  - Safeguard and process all funds received through proper bank deposit.
2. Accounts payable (A/P), including payroll, duties to include:
  - Organize all A/P received by vendor, ensuring that they are paid in a timely manner.
  - Coordinate all payroll processing with LMCD employees, twice monthly.
  - Code all bills and payroll, which will be paid twice monthly, within the proper budget and line-item

for authorization by the Executive Director and approval by the LMCD Board of Directors.

- Coordinate preparation of checks for these bills and payroll, twice monthly, for signature by the Executive Director and the Treasurer.

3. Perform other bookkeeping duties as assigned.

### **KNOWLEDGE, SKILLS, AND ABILITIES**

- High School Degree or GED
- Previous working experience in a clerical support position, preferably in the public sector and/or a small office environment.
- Strong working knowledge of Microsoft Office Suite and QuickBooks Pro software.
- Demonstrated organizational and office management skills, capable of balancing multiple tasks and prioritizing workload at a given time.
- Demonstrated ability to work with the general public, other public sector agencies, the LMCD Board of Directors, and other co-workers.
- Demonstrated written and verbal skills.

**Updated in 1/2010**