

LAKE WORTH DRAINAGE DISTRICT

JOB DESCRIPTION

Administrative Assistant – Finance

GENERAL DESCRIPTION:

This position provides administrative support to the Finance Department and Human Resources functions, with responsibilities related to accounts payable, payroll, procurement, human resources, records management, and capital assets. While many duties follow established procedures, the position requires sound judgment, attention to detail, accuracy, organizational skills, and the ability to handle confidential and sensitive information with discretion. Work is performed under the direct supervision of the Director of Finance, with general direction and coordination from the Human Resources Administrator and Finance and Procurement Coordinator.

ESSENTIAL JOB FUNCTIONS:

- Assists with accounts payable processes, including receiving and reviewing invoices, data entry, invoice coding, and routing documentation for review and approval.
- Coordinates and assists with the preparation and processing of vendor payments in accordance with District policies and procedures.
- Prepares and routes purchase orders for review, authorization, and approval in accordance with District procurement policies and procedures.
- Maintains accurate and organized vendor files, including W-9 forms and supporting financial documentation.
- Assists with reconciliation of credit card statements, vendor accounts, and other financial records; identifies and reports discrepancies as appropriate.
- Assists with payroll processing and related administrative functions, including maintaining payroll documentation and records and reviewing information for accuracy.
- Provides administrative support for Human Resources functions, including employee records, onboarding, employment documentation, training, certifications, license renewals, benefits administration, and other HR initiatives as assigned.
- Maintains strict confidentiality of employee, payroll, financial, vendor, and other sensitive or protected information.
- Supports internal and external audits by gathering, organizing, and providing relevant financial, payroll, personnel, and administrative records and documentation.
- Assists with departmental records management, including organizing, scanning, filing, archiving, and authorized destruction of electronic and paper records in accordance with applicable records retention laws, regulations, and District policies.
- Assists with the administration of the District's capital assets, including the intake and recording of new equipment and capital asset acquisitions, annual physical inventory, reconciliation of asset records, and disposal of surplus assets.
- Coordinates public auctions and other authorized disposal processes for surplus District property.
- Provides general administrative and clerical support to the Finance and Human Resources functions and serves as a backup for front desk/reception duties as requested.
- Assists with special projects, reports, research, and other administrative tasks as assigned.
- As part of the District's emergency response team, may be required to support District operations before, during, and after storm events or other emergencies.

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MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Associate's degree from an accredited college or university in Accounting, Finance, Business Administration, Human Resources, Public Administration, or a related field preferred; however, relevant education, training, and/or experience may be considered in lieu of an associate's degree. Minimum of one (1) year of administrative experience required, preferably in finance, accounting, human resources, payroll, procurement, legal, or a related field. Valid Florida Driver's License required.

KNOWLEDGE, SKILLS AND ABILITIES:

- Proficient in Microsoft Office applications (Word, Excel, Outlook); general comfort with computer systems and office equipment.
- Strong organizational skills and attention to detail.
- Effective oral and written communication skills.
- Ability to maintain confidentiality and handle sensitive information professionally.
- Strong interpersonal skills and ability to work well with others.
- Ability to follow written and verbal instructions.
- Capable of managing multiple tasks in a deadline-driven environment and adjusting priorities as needed.

ESSENTIAL PHYSICAL SKILLS:

- Acceptable vision (with or without corrective lenses).
- Acceptable hearing (with or without hearing aids).
- Ability to communicate clearly both verbally and in writing.
- Ability to operate a computer and input/retrieve data.
- Ability to sit and stand for extended periods.
- Ability to lift and carry up to 15 lbs, including files and office supplies.

ENVIRONMENTAL CONDITIONS:

- Works inside in an office environment

Salary Grade: Starting pay is \$32.48 (\$67,506.00) – rate commensurate with experience

Interested candidates should submit an application, along with their resume at <http://www.lwdd.net/employment-application>

Lake Worth Drainage District is an Equal Opportunity Employer and does not discriminate because of age, color, disability, ethnicity, marital or family status, national origin, race, religion, sex, sexual orientation or any other characteristic protected by law. Preference in appointment will be given to eligible veterans and spouses in accordance with applicable law. Certain servicemembers and veterans,

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and the spouses and family members of such servicemembers and veterans, receive preference and priority, and certain servicemembers may be eligible to receive waivers for post-secondary educational requirements, in the employment by the state and its political subdivisions and are encouraged to apply for the positions being filled. A Veterans' Preference Information form is available upon request.