

**STATE OF MINNESOTA
BOARD OF WATER AND SOIL RESOURCES**

POSITION DESCRIPTION A

Employee's Name: vacant

Position Control Number: 01123379

Division/Program: Board of Water and Soil Resources, Fiscal Services

Activity: BWSR Office Administration

Classification Title: Account Clerk

Working Title: Office Clerk

Prepared By: Jeremy Olson

Appraisal Period: Annually

EMPLOYEE'S SIGNATURE

DATE

SUPERVISOR'S SIGNATURE

DATE

(position description accurately reflects my current job)

(position description reflects employee's current job)

Position Purpose:

This position provides senior administrative support for the MN Board of Water and Soil Resources (BWSR) Central Office and will perform various agency-wide fiscal related responsibilities, event and meeting planning, and oversight of BWSR supplies and inventory. This Administrative Specialist role will be responsible for meeting scheduling, mail processing, telephone answering and general receptionist duties.

Reportability:

Reports to: Chief Financial Officer

Supervises: N/A

May receive work direction from the Lead Accounting Officer

Dimensions:

FY20-21 Biennial Budget:

General Fund	\$30,336,000
Clean Water Fund	\$187,004,000
Outdoor Heritage Fund	\$44,122,000
Env Nat Resource Fund	\$13,219,000
Other Funds	\$14,440,000
Bonding Funds	\$32,400,000
Total	\$321,521,000

Clientele:

Agency Staff
Board Members
Department of Administration Staff
Other state agencies

MMB Staff
LGU staff
Legislative Auditor Staff
Federal Conservation Agencies

Position Description B

Support Fiscal Section Functions

Responsibility #1 Priority: A % of time 40 Discretion: A

Tasks:

- A. Accurately file and retrieve payments and other documents.
- B. Organize and maintain online filing systems.
- C. Receive, scan and log Wetland Banking payments, training fees and billing receipts in SWIFT.
- D. Receipt payments made on vendor invoices.
- E. Support purchasing activities of accounting staff.
- F. Set up SWIFT speed charts and encumber funds.
- G. Other duties as assigned.

Performance Indicators:

- A. Accounting guidelines are followed, demonstrating adherence to necessary controls that ensures the agency is complying with audit related expectations.
- B. SWIFT related trainings are attended, demonstrated by an understanding of SWIFT functions and modules.
- C. Work is completed within requested deadline.

Perform General Administrative Duties

Responsibility #2 Priority: A % of time 30 Discretion: A

Tasks:

- A. Open and distribute incoming mail; prepare and post out-going mail.
- B. Answer main BWSR phone line. Respond to and use professional judgment to determine appropriate recipient for incoming calls; take accurate messages; assist callers when appropriate.
- C. Greet visitors and accompany them to appropriate agency staff.
- D. Maintain inventory of office supply stock and prepare orders as directed.
- E. Provide troubleshooting support such as:
- F. Contacting vendors when equipment is non-functioning
 - i. Assist and expedite staff IT troubleshooting requests by providing technical assistance or creating and submitting MN.IT work orders and phone calls to address issues.
 - ii. Provide general central office building support by contacting building maintenance or organize office modifications.
- G. Develop and maintain electronic and hard copy file procedures (naming, storage, retention)
- H. Help review, organize, archive, and recycle reports in supply room
- I. Create accessibility-based documents
- J. Work in compliance other Administrative procedures

Performance Indicators:

- A. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
- B. Administrative procedures are followed.
- C. Work is completed within requested deadline.

Organize Event Logistics

Responsibility #3 Priority: A % of time 10 Discretion: B

Tasks:

- A. Provide logistic planning and procurement for All-Staff meetings
- B. Supports all other BWSR event planning (for example: Board Tours, Take a daughter/son to work day, Combined Charities events, BWSR Academy, retirements, etc.)
- C. Maintain event supply inventory

Performance Indicators:

- A. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
- B. Administrative procedures are followed.
- C. Work is completed within requested deadline.

Support Meeting functions for Staff and Board

Responsibility #4 Priority: A % of time 10 Discretion: B

Tasks:

- A. Schedule meetings (coordinate conference room reservations and/or external venue bookings)
- B. Schedule conference calls, skype calls, and/or webinars with internal staff and outside agency staff, making sure appropriate staff are notified with passcodes and instructions.
- C. Request visitor badges with security desk
- D. Coordinate catering arrangements, preparing Special Expense forms and Internal Requests for Goods and Services as needed
- E. Maintain calendars as requested
- F. Monthly preparation of Board meeting and Senior Management Team meeting packets (copying, collating, and mailing)
- G. Provide back-up support to the BWSR Board Executive Support including assist with Board meeting preparations.
- H. Gather and organize materials and information for meetings as requested by managers/supervisors, committees and teams
- I. Assist with making board/committee documents accessible on the BWSR website.

Performance Indicators:

- A. Deliverables are clear, concise, accurate, high quality and completed in a timely manner.
- B. Administrative procedures are followed.
- C. Work is completed within requested deadline.

Perform other duties as assigned to assure efficient and effective operations in the fiscal services division.

Responsibility #5 Priority: B % of time 10 Discretion: B

Tasks:

- A. Serve in back up capacity to other financial staff fulfilling various accounting duties such as AP, AR, payroll, fixed assets.
- B. Provide routine analysis and reports on budgets, spending and appropriations.
- C. Participate in special projects when assigned.
- D. Support the operational goals and objectives of the organization.

Performance Indicators:

- A. Duties are performed to the specification and quality expected.
- B. Complies with all BWSR security, safety, and technology policies and procedures.
- C. Regular reporting and consultation with supervisor on projects and task assigned.

POSITION DESCRIPTION C

Nature and Scope (relationships; knowledge, skills and abilities; problem solving; freedom to act)

RELATIONSHIPS

The position reports to the Chief Financial Officer and may receive direction from the Lead Accounting Officer. Work assignments occur frequently with consultation and discussion with fiscal staff and the BWSR executive assistant. This position also works indirectly with the BWSR executive team, management team and human resources. Outside the agency, the position works with Minnesota Management and Budget, various federal and state agencies on accounting matters, and agency vendors in the private sector. Contacts with SWCD clientele and the general public are also possible. The incumbent must be able to maintain confidentiality of information.

KNOWLEDGE, SKILLS, AND ABILITIES

This position requires self-motivation and resourcefulness. The individual must be able to work with limited supervision and exercise independent judgment. The person must possess public relations skills, the ability to work on multiple job assignments, versatility, and the ability to perform effectively under pressure. The position requires strong administrative skills; personal organization skills are essential in this position. The ability to manage a large number of non-related issues, deadlines, and details simultaneously is necessary. Technical skills and abilities necessary for this position include the operation and maintenance of personal computer hardware, programs, applications, and networks; printers; copy machine; FAX machine; E-mail systems; calculator; label printer; and telephone/voicemail systems. Knowledge of BWSR policies and procedures and effective use of business communication methods are all essential. Proficient in software applications such as Microsoft Word, Excel, PowerPoint, Access and Adobe Acrobat.

This position requires a general knowledge of budget terminology, preparation and use sufficient to assist in the preparation of internal and external program budget needs and ability to run SWIFT Reports/Queries. Knowledge must include the Statewide Integrated Financial Tools (SWIFT) and office procedures sufficient enough to compile records and reports which are in compliance with directives and explain and interpret policies and procedures and knowledge of the Minnesota Management and Budget's Policies and Procedures.

PROBLEM SOLVING

The ability to prioritize the workload to accomplish tasks by required deadlines is important in this position. Creativity and flexibility is essential and is used in all aspects of office management to continually investigate and implement more efficient methods of operation. As the first contact person for many people contacting the BWSR office, the incumbent must have the ability to translate a request for information or assistance into a responsive follow-up, such as directing phone calls to the proper person or agency or providing required information directly.

This position must be able to worth through a wide range of requests including budgetary, positional and procurement. Incumbent must be able to compile and present financial information in an accurate and understandable format. The ability to prioritize the workload to accomplish tasks by required deadlines is important in this position.

FREEDOM TO ACT

This position will work with limited supervision by the Chief Financial Officer who will delegate major priorities. Generally, workdays are organized by the employee to prioritize and accomplish routine matters. Given an assigned task, this position has the freedom to explore how it can be accomplished. A sense of good judgment and freedom to act are important elements of this position, and it is essential that both be of superior levels.