

Job description

Administrative Analyst

The successful candidate will be an experienced administrative professional able to assist the administration and finance teams in carrying out the day-to-day functions in support of the agency. The role will interface with other teammates in varied capacities, consultants, vendors, and other external agencies, and able to build collaborative relationships with all. Experience working in a public agency setting with a keen eye for attention to detail is also a plus. The right candidate for this opportunity will have previous experience and expertise providing high-level administrative support to a busy office and an eagerness to continue to learn and grow.

Essential duties:

- Assist administration and finance teams in carrying out day-to-day duties
- Leads purchasing (field, office, and food supplies), inventory, petty cash, and accounts payable efforts under direction of management and/or Sr. Accountant.
- Proactively ensures meetings and workshops are carried out thoughtfully and proactively by setting up and breaking down meeting rooms, setting up virtual meeting platforms ahead of meetings and providing administrative support for each meeting as needed.
- Support the annual budget preparation, audit processes, and assessments process by providing research, data entry, and support as needed.
- Assist the finance department with research, data analyses, and data entry as needed.
- Backs up to the Executive Assistant in Court Filings processes.
- Maintains contracts database software and keeps management apprised of upcoming expiration dates.
- Assists the Director of Administration with filing, data entry, research, and similar confidential projects as needed.
- Perform administrative duties including conducting research, preparing correspondence and managing files
- From time to time, assists with mailings, shipping/receiving as needed
- Research and aid in the completion of administrative and accounting special projects as required and maintain confidentiality as appropriate

Qualifications and Skill Requirements

- Four years or more of related administrative experience or an associate's degree in administration, HR, or finance
- Proficiency in Word, Teams, PowerPoint, SharePoint, Adobe Acrobat, and Outlook
- Proficiency in remote meeting software (Zoom, Teams, GoToMeeting, etc.)
- Highly organized self-starter, who can prioritize workload effectively
- Excellent writing and analytical skills
- Effective communicator with strong interpersonal skills
- Strong attention to detail is highly desired
- Ability to work collaboratively in a fast-paced environment

- Professional demeanor and able to effectively process and handle confidential information appropriately

Preferred:

- Bachelor's degree in administration, HR, or finance, or a similar field
- IAAP administrative certifications
- Experience with accounting, HR, legal filings/proceedings (prior paralegal work)

Organizational Values & Culture:

Chino Basin Watermaster serves as an arm of the court to administer and enforce the 1978 Judgment regarding groundwater rights in the Chino Basin, subsequent orders of the court, and to implement the Chino Basin Optimum Management Program to make maximum beneficial use of the Chino Basin groundwater.

Our team members are caring, collaborative professionals who support one another in carrying out our duties. We are passionate about fulfilling our role and continually seek ways to improve.

If you welcome a challenge and enjoy working in a small but impactful organization, then you're probably a great fit for our team!

How to Apply:

To apply for this outstanding career opportunity, applicants need to (1) submit a cover letter explaining why you would be a good fit for this position, (2) completely fill out an Employment Application, and (3) attach and submit your Resume. RESUMES SUBMITTED WITHOUT AN EMPLOYMENT APPLICATION AND/OR COVER LETTER WILL NOT BE CONSIDERED.

For an employment application, current salary information, and more details regarding this position, please visit our website at: <http://www.cbwm.org/pages/careers>

The cover letter, employment application, and resume (in pdf format) should be emailed to our Human Resources department at: **hrinfo@cbwm.org**

Please do NOT call to inquire about the position, and do not mail your employment information.

Salary Range (Hourly Position): \$32.06 – \$42.97 per hour depending on skills, education, and experience.

Excellent Benefits: including health, dental, vision, FSA, tuition assistance, and more. We also offer retirement benefits through the California Public Employees' Retirement System (CalPERS).

Application Deadline: Open until filled. The first review of resumes will commence on December 2, 2024. Interested candidates should apply immediately as we may close the posting early once an adequate pool of resumes has been received.

Equal Opportunity/ADA Employer

Industry

- Government Administration

Employment Type

- Full-time