

TREASURE ISLAND MUNICIPAL UTILITIES DISTRICT (TIMUD)
PART TIME OFFICE EXECUTIVE JOB DESCRIPTION

GENERAL OFFICE SUPPORT

- Greet visitors and answer phone calls
- Oversee and accomplish all administrative duties
- Manage office supplies and resources
- Manage all correspondence to include email, mail and deliveries
- Outside agency reporting/correspondence
- Monitor/maintain home ownership changes and records
- Maintain website, cloud storage and online meetings

BOOKKEEPING

- Proficiency in QuickBooks
- Water billing/processing
- Input all accounts receivable and accounts payable
- Process all other financial actions required
- Process time sheets and input payroll
- Monitor budgets, keep the Board appraised of status and trends
- Produce expense reports and documents as needed

BOARD OF DIRECTORS DUTIES

- Working knowledge of the Open Meetings Act & Public Information Act
- Familiarity with the Texas Water Code relative to TIMUD
- Schedule and post the meetings
- Prepare the agenda and post accordingly
- Prepare and post meeting minutes to website

REQUIREMENTS

- Detail oriented
- Strong organizational and time management skills, and ability to prioritize
- Must be a motivated self-starter
- Excellent communication and interpersonal skills
- Strong problem-solving skills and analytical abilities
- Proficient in QuickBooks
- Proficient with Microsoft Office and Google products

SALARY

- Compensation based on no more than 29 hours at an hourly rate commensurate to experience