



## Seeley Lake – Missoula County Sewer District

POSITION: Secretary  
REPORTS TO: Manager and Board of Directors  
SCHEDULE: Flexible – approximately 10 hours per week  
COMPENSATION: \$1200 per month, salary

### SUMMARY

Responsible for maintaining accurate, up-to-date financial records for the District utilizing QuickBooks. Pay bills and prepare monthly payroll and required reporting. Provide administrative support to the Manager and Board members as needed. Facilitate District meetings and events. Prepare agendas, minutes, Board packets and other documents, and submit items to Missoula County as required.

### ESSENTIAL FUNCTIONS OF THE POSITION

Accounting: Prepare monthly payroll, bills and reports for the District. Maintain accounting records, including account reconciliation, expense coding and new vendor set up. Prepare quarterly and annual payroll reports and file them with the proper agencies. Deposit monthly employee withholding, Social Security and Medicare payments. Prepare and issue W2s and 1099s to employees and vendors. Comply with Unemployment and Worker's Compensation reporting requirements and audits. Prepare and submit the District's Annual Financial Report to the Montana Department of Administration Local Government Services Division. Provide reports and answer questions the Board may have during the annual budget process. Match debit card receipts to bank records to ensure accuracy. Make bank deposits and transfer funds between accounts as needed. Report expenditures to the Missoula County Treasurer. Utilize the Workday system to access Missoula County financial data for record-keeping purposes. Maintain the confidential nature related to payroll and employee benefits. Process purchase orders/invoices and prepare for monthly accounts payable for the District. Process monthly payroll, prepare quarterly and year-end payroll reporting, including W-2s. Enter receipts on a regular basis. Take deposits to the bank and transfer funds between accounts.

Administrative: Maintain District files in Google Drive and on paper, in accordance with record retention regulations. Prepare agendas, Board packets, resolutions and minutes. Submit items to the Clerk & Recorder for recording purposes. Print checks, secure signatures and submit for payment. Assist Manager with preparation and submission of annual tax assessments. Regularly check mail email and forward items as needed. Ensure District website is up-to-date, including meeting schedules, agendas, upload meeting videos and maintain all historical records for public viewing. Prepare monthly Board packets in conjunction with the Manager. Provide administrative support to the District Board and Manager. Attend training as needed (Missoula County accounting, board practices, grant writing, etc.).

Meetings: Open and close meeting space. Set up meeting space prior to meetings. Provide and retain sign-in sheet for attendees. Facilitate/record online meetings via Zoom. Record minutes and note future agenda items, committee assignments and other tasks.

Perform other duties as apparent or assigned.

## QUALIFICATION REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Applicant must provide their own laptop, Microsoft Office software, printer, scanner and internet access. District will supply paper, printer cartridges and basic office supplies as needed.

## EDUCATION and/or EXPERIENCE

Associate's degree in accounting, finance, business administration, public administration or a closely-related field preferred. Demonstrated knowledge or work experience in accounting and/or a government environment is a plus. Other relevant work experience and education will be considered. QuickBooks accounting experience required.

## LANGUAGE SKILLS

Ability to prepare reports and correspondence. Ability to read financial reports, bylaws, procedures, policies, laws, rules and regulations. Ability to communicate effectively, both orally and in writing, with the Board, Manager, District members, elected officials and the general public.

## MATHEMATICAL SKILLS

Ability to make arithmetic computations using whole numbers, fractions, and decimals. Competence in computing rates, averages and percentages. Proficiency in calculating payables and other financial information.

## OTHER KNOWLEDGE, SKILLS AND ABILITIES

Employee should demonstrate:

- Extensive experience with QuickBooks.
- Knowledge of payroll, withholding and reporting processes.
- A positive attitude and commitment to serve the public.
- The ability to effectively share and collaborate.
- Support and respect for co-workers, Board members, District members and members of the general public.
- Knowledge of computer operations,
- Proficiency in computer programs such as Excel, Word, QuickBooks and Zoom.
- Superior organizational skills and the ability to prioritize.
- The capacity to work independently or collaboratively and complete tasks accurately and on time.
- An ability to solve problems and support a problem-solving process.
- Willingness to take on new tasks as needed.
- Knowledge of basic office procedures, practices and equipment.
- Proficiency in operating a computer, scanner, printer, copy machine, etc.
- The ability to think logically and work independently.
- A dedication to continuous improvement.
- Flexibility in handling multiple responsibilities and varying demands.

## PHYSICAL DEMANDS

The physical demands needed to successfully perform the essential functions of this job include: regularly required to sit and/or stand; use hands to finger, handle, or feel; and reach with hands and arms. The employee is frequently required to talk and hear (i.e. at Board meetings for record purposes). Occasional walking, stooping, kneeling crouching or crawling is required. The employee must occasionally lift and/or move up to 25 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## WORK ENVIRONMENT

This job allows for remote work the majority of the time. Mandatory, in-person attendance of monthly Board meetings, committee meetings, special events or training is required. Weekly meetings with the Manager can be held in-person, online or over the phone.

Approved May 12, 2026.