



Upper Wabash River Basin Commission

A cooperation of local government established in 2001 under IC-14-30-4.
Huntington, Wells, Adams and Jay Counties

COMPANY OVERVIEW

The Upper Wabash River Basin Commission (UWRBC) was established by State Legislature in 2001 (IC 14-30-4) as a separate municipal corporation which includes the area located in Adams, Huntington, Jay and Wells Counties that is drained by the Wabash River. The UWRBC board members are the County Commissioners, County Surveyors, and County Soil and Water Conservation District representatives from the four counties. The UWRBC public board meetings are held every two (2) months; in February, April, June, August, October and December.

The mission of the UWRBC is to provide regional leadership and promotion of flood prevention and control, soil and water conservation, and related resource management through a coordinated and comprehensive planning and implementing approach in which projects of the Commission will not adversely affect landowners within the watershed.

JOB DETAILS

Job Function: Administrative Secretary/Fiscal Officer

Employment Type: Part-time remote work.

GENERAL SUMMARY

This is a part-time remote working position. The Administrative Secretary/Fiscal Officer is responsible for performing all administrative and financial duties of the UWRBC with limited supervision. The workload varies based on meetings, reporting requirements, and projects; but ranges from 10-20 hours/month.

DUTIES & ESSENTIAL JOB FUNCTIONS

- Prepare agendas, minutes and other meeting items for all UWRBC meetings. E-mail items to all UWRBC Members approximately one (1) week prior to the meeting, prepare copies for meetings, attend UWRBC meetings, and record the minutes of the meeting.
- Following *Open Door Law* requirements prepare UWRBC meeting media notices and send to local media and post agenda/minutes notices of all UWRBC meetings at the meeting location.
- Perform all financial duties of the UWRBC in accordance with the Indiana State Board of Accounts *Uniform Compliance Guidelines Manual* and *Accounting and Financial Regulatory Reporting Manual*. Record all financial transactions, collect funds, issue receipts, make deposits, prepare claim forms and vouchers for disbursements, prepare payroll, issue checks, balance monthly bank statements, prepare monthly financial statements, file and pay all required taxes.
- Scan minutes, bank statements and financial records for monthly Gateway upload; and submit the Annual Financial report, Form 100-R, Debt Reporting, OPEB report and any other annual reports to Gateway as required by State statute.
- Prepare financial information and budget forms for the UWRBC's annual budget.
- Follow Internal Control Standards as required by the Indiana State Board of Accounts *Uniform Internal Control Standards for Indiana Political Subdivisions* manual.



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- Maintain registrations in the US System for Award Management (SAM), E-Verify, Dun & Bradstreet, and State of Indiana new hire and bidder registrations.
- Prepare, reproduce, and mail/e-mail all UWRBC correspondence to UWRBC Board Members.
- Maintain and update website and other social media sites.
- File and maintain UWRBC records, such as: minutes, agendas, organizational materials, etc.
- Provide Indiana State Board of Accounts documents for audit (agendas, minutes, resolutions, policies, and other meeting items) every 4 years.

QUALIFICATIONS

KNOWLEDGE & SKILLS:

- Past administrative experience required.
- Past bookkeeping, accounting, and/or payroll experience required.
- Knowledge of government operations and reporting requirements preferred.
- Ability to work remotely and attend meetings as required.
- High attention to detail.
- Excellent communication skills.
- Ability to manage multiple projects.
- Proficient in Microsoft Word, Excel, E-mail, and other desktop applications.
- Experience with websites and social media preferred.
- Ability to write and speak to individuals and groups.
- Ability to maintain confidentiality.
- Ability to pass federal background check.
- Reliable and dependable.
- High School diploma required, Associates degree preferred.

Submit letter of interest and resume by July 31, 2020 via e-mail to: shenderson@adamswells.com
with the subject line: "Resume Administrative Secretary/Fiscal Officer position."