Sabine River Authority of Texas

Job Roles and Responsibilities

Job Title: Administrative Assistant

General Position/Function: The Administrative Assistant is responsible for clerical, administrative, and accounting functions for their respective divisions.

Organization: Toledo Bend Division

Specific Duties / Responsibilities:

- Provide administrative support for division management
- Answer phones and interact with the public in a professional manner
- Demonstrate proficiency in business related software, including Microsoft Office and InCode, and perform various accounting related functions
- Perform routine accounts payable and accounts receivable duties, including processing invoices, payments, receipts, deposits, and maintaining accurate accounting records
- Maintain accurate vehicle and fuel accounting records
- Maintain OSSF records, various limited use permits, and other applications
- Participate in records filing, retention, and disposal as dictated by current SRA policies and procedures
- Handle business correspondence such as memos, notices, permits, and other documents as needed

Competencies / Requirements:

- Have High School diploma or GED equivalent
- Be willing to communicate in a positive manner with fellow employees and the general public
- Strong organizational skills and demonstrated knowledge of common office procedures
- Be willing to learn new software technology and adapt to changes in the workplace
- Capable and willing to perform assigned tasks with minimum supervision.

Contact:

Steven Dougharty, Toledo Bend Division Manager
450 Spur 135
Burkeville, TX 75932

sdougharty@sratx.org

(409) 565-2273 office

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