

Administrative Clerk Job Description

This position is appointed by the Conneaut Port Authority Board of Directors and is overseen by the Board Chairperson.

This is a salary position and requires a minimum of 30 hours per week.

Requirements include working knowledge of Windows 10, Desktop Pro 2019, and Microsoft Office 365. Familiar with or ability to quickly learn UAN is a must.

Duties include applications in accounts receivable, excel spreadsheets, preparation of daily bank deposits, reconciliation of petty cash and the daily receipts received from the boat launch ramps, sandbar entrance fees, and transient customers. Familiarity with invoicing, collection of lease payments, generation of dock contracts, written correspondence to dock holders, collection of insurance and registration documents from dock holders, making phone calls to customers as needed, government grant submittal preparation, and maintaining records.

Responsibilities include attending a monthly board meeting and taking minutes, preparing the reports for the monthly board meeting and posting the meeting minutes to the CPA website,

pick-up daily mail, making bank deposits, purchasing office and janitorial supplies, answering phones, performing visual inspections of the boat docks on a routine basis, maintaining a clean office environment, daily interaction with the dock attendants needing log reports or handling issues with dock holders, assign and input all restroom code numbers into database, and day to day interaction with the public. Good people skills are a must!

This position requires the passing of a Drug Test and Background Check and 90-day trial period.

Applications are available at the Conneaut Port Authority Administration Office located at 929 Broad Street, Conneaut, Ohio 44030.

The Conneaut Port Authority is an equal opportunity employer.

