
Item I(1) - Adding a New Administrative Assistant Position

From Jesse Stephens <JStephens@bcrsd.com>

Date Mon 9/14/2026 9:22 AM

To Jesse Stephens <JStephens@bcrsd.com>

Dear Board of Trustees,

After careful evaluation of our new traffic patterns and responsibilities with Muni-link I am requesting we speed up the time-line for bringing forth a new administrative assistant. The intern has been helpful, but will not be sufficient alone as we transition in 2027. John has a timeline of August of 2027 to decrease responsibilities here at BCRSD, and I need to continue to off-load some of Drew's responsibilities so he can take over some of John's responsibilities as we continue to move forward in 2027. John has discussed with us the potential of being available in either a consultant roll or limited hours roll starting in the fall of next year. In order to maximize the overlap between Drew and John, we should begin looking for another administrative assistant. Reductions in the temporary help line item of the budget along with reductions in the Executive Director line item of the budget will help off-set this hire in 2027. Ultimately, the reduction in hours in late 2027 and 2028 will also help offset the budget for this hire. Please find the attached list of new responsibilities and procedures we've discovered as we've assumed the customer interfacing task from Boone Electric.

I'm seeking a motion to allow the Executive Director and Administration Director post a job listing for Administrative Assistant Job Posting.



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New Procedures List – Moving from BEC to Muni-Link

9 weeks of PTO to cover

Call ins to cover

Walk-in traffic for payment of bills

Telephone traffic for payment of bills

Telephone traffic for customer portal advice

Daily cash count & form completion

Daily cash deposit & double counted & signed

Cash deposits recorded to Muni-link accounts

Check deposits to BCCB

Check deposits recorded to Muni-Link accounts

Reconcile Muni-link GL transactions

Reconcile Invoice cloud deposits to Muni-link

Confirm payments posted to Muni-link accounts

Cut refund checks to Muni-link customers

Daily Deposit reconciliation of settled batches between:

invoice cloud and muni-link, the bank and quickbooks

Post Deposits in Muni-link

Post deposits in Bank to QBO. Cash, checks, AmEx, Paypal, MC/VISA,

Manual corrections to Muni-Link deposits

Cash deposits

Calculate credit card charge allocation to Rocheport

Calculate wholesale payment to city of Columbia

Calculate Hartsburg and Rocheport transactions

Rejections - Account for payment rejections on accounts

Rejections - Follow up on payment rejections, including manual postings

Rejections - Reissue request for payment for rejections

New Procedures List – Moving from BEC to Muni-Link

Manage deposits correctios

- Correct the bank deposit
- Correct the customer account
- Contact customer

Unclaimed property accounting

Other processes still being evaluated