



EMPLOYMENT OPPORTUNITY

OFFICE MANAGER

The Goleta West Sanitary District is looking to hire an experienced Office Manager. Prospective candidates should have experience performing complex accounting duties in support of the District's financial/accounting recordkeeping and related administrative functions including file organization and management. Experience should include: general ledger management and month-end closing; preparation of annual fiscal budgets; monthly financial and budgetary reports; capital project tracking; accounts payable processing; bank reconciliations; annual financial audit preparation; payroll preparation and reporting (the District currently uses ADP for processing). Knowledge of Microsoft Great Plains and/or Acumatica software, employee health insurance benefits, retirement benefits (CalPERS), human resources, and workers compensation is highly desirable.

BASIC FUNCTION

The position includes file management of all computer files and hard copy files, coordination and management of IT, telephone, site security, human resource functions, insurance provider contact person, receiving visitors to the District's front desk and answering telephones. Candidates should have the ability to develop a training program and train employees on existing and new employee policies. Candidates should be highly organized, detailed oriented, able to gather and analyze data, possess highly proficient computer skills (Excel, Microsoft Word, Outlook) and enjoy working with a wide variety of people from rate paying customers to field personnel to the members of the District's Governing Board of Directors. This position also acts as the Secretary to the Board of Directors.

MINIMUM QUALIFICATIONS

A combination of education, training and experience which provides the necessary knowledge and ability to perform the Office Manager position. This will include at

minimum, graduation from a two year institution with an Associate's Degree in business, office administration or computer science, plus three years of related office and administration experience. A Bachelor's Degree from a four college or university is preferred.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Accounting/Bookkeeping:

- Communicates frequently with the General Manager on the status of financial matters, anticipated problems, actions taken and items needing attention.
- Prepares, maintains and administers all financial accounting records of the District, including payables, payroll, general ledger, cash, credit cards, bank statements and petty cash.
- Prepares customer billing and maintains appropriate records and reports.
- Prepares monthly financial statements.
- Maintains and manages the asset inventory
- Maintains time sheets and pay records. Prepares payroll, related deductions, and monthly, quarterly, fiscal, and year-end reports, including preparation of W-2's and 1099's and filing of taxes. Maintains leave balances.
- Reviews invoices and bills, confirms that services were rendered and supplies provided as invoiced, and arranges for payment of invoices in accordance with District policy and procedures.
- Maintains and approves use of petty cash disbursements.
- Evaluates processes and methods and makes recommendations for appropriate action.
- Assists with gathering financial data and projections for the purpose of the District budget.

2. Administrative/Secretarial:

- Acts as administrative assistant to General Manager
- Communicates frequently with the General Manager on the status of administrative matters, anticipated problems, actions taken and items needing attention.
- Evaluates processes and methods and makes recommendations for appropriate action.
- Acts as secretary to the Board of Directors unless assigned otherwise. Prepares and distributes Board packets and agendas. Schedules District meetings as directed. Handles administration of Board elections.
- Administers the health and benefits program for District employees.
- Plans, organizes, supervises and evaluates the work of assigned personnel, making recommendations to the General Manager as appropriate.
- Prepares correspondence, memoranda and other items as delegated by the General Manager, and provides other secretarial and administrative services.
- Answers the telephone and receives office visitors, providing customer assistance as well as a variety of information about District policies, programs and functions.
- Issues permits as needed to District customers.
- Performs special assignments as directed by the General Manager and other tasks necessary to support District goals and efficiencies.
- Acts as District radio dispatcher.
- Makes travel arrangements as required.
- Purchases and maintains inventory of office supplies.

3. Office Systems:

- Communicates frequently with the General Manager/Superintendent on the status of office systems matters, anticipated problems, actions taken and items needing attention.
- Evaluates software, computer processes and methods and makes recommendations for appropriate action.
- Oversees maintenance, installation, and troubleshooting of computer hardware and software, coordinating with vendors as required.
- Supervises contracts for office equipment maintenance and repair.
- Develops processes for systems efficiencies and makes recommendations to General Manager for their implementation.
- Trains appropriate staff on systems use as required.
- Ability to effectively utilize cellular phones including text and voicemail functionality.

SUPERVISORY RESPONSIBILITIES

Directly supervises any assigned employees in the Administrations department. Carries out supervisory responsibilities in accordance with District policies and applicable laws. Responsibilities include interviewing, selection, and training employees; planning, assigning, and directing work; appraising performance; recommending rewarding and disciplining employees; addressing complaints, making recommendations for action and resolving problems.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence and procedure manuals. Ability to present information and respond to questions from groups of managers, consultants, customers, and the general public.

MATHEMATICAL SKILLS

Ability to apply mathematical operations to such tasks as bookkeeping, service charge calculations, etc. Ability to evaluate budgets and expense reports.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and factual variables.

GENERAL ABILITIES

Ability to interact cooperatively with others. Ability to get along with others. Ability to meet deadlines. Ability to accept constructive criticism. Ability to work under pressure. Ability to be punctual. Ability to handle stress. Ability to work independently. Ability to work required shift assignments. Ability to conform to appropriate rules of conduct. Ability to follow the District's policies and procedures.

CERTIFICATES, LICENSES, REGISTRATIONS

REQUIRED: California Class C Driver License with a driving record acceptable to the District's

Insurance carrier.

Acquire certification within one year of date of hire and maintain a Cardio Pulmonary Resuscitation (CPR) and First Aid Certificate.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel. The employee is regularly required to talk and hear in ambient room noise equivalent to an office environment. The employee frequently is required to stand, walk, sit, and reach with hands and arms. The employee is required to climb or balance and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds and frequently lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts, fumes, unpleasant odors, airborne particles, and toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid condition, outside weather conditions and vibrations. The noise level in the work environment is usually moderate.