

Job Title: Office Manager

Department: DeWitt County Drainage District No. 1

Reports to: General Manager

SUMMARY: Full-time employee responsible for day-to-day office operations. Provides administrative support to the GM, acts as a customer service representative to numerous District contacts and vendors. Supports company operations by maintaining office systems and providing financial oversight and record keeping.

SUPERVISION: Reports directly to the General Manager. Must be as self-directed as possible, with bookkeeping, customer service and organizational skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Administrative:

- Maintains office services by organizing office operations and procedures; preparing payroll; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions.
- Maintains social media accounts and acts as administrator of those accounts.
- Provides historical reference by defining procedures for retention, protection, retrieval, transfer, and disposal of records.
- Maintains office efficiency by planning and implementing office systems, recording office assets & inventory and performing basic equipment maintenance.
- Designs and implements office policies by establishing standards and procedures; measuring results against standards; making necessary adjustments.
- Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; participating in professional societies.
- Maintain and update compliance standards by various state & federal agencies

District Representative:

- Proxy to GM
- Person of Contact for receivable mail, accounts & business contacts
- District liaison to members of the public & city
- "Customer" service--- answer phones & emails, manage correspondence
- Public Information Officer of the District

Bookkeeping:

- Accounts Payable
- Payroll & Liabilities
- Federal, State & Quarterly Taxes
- Monthly Financial Reports for Board approval
- Maintain Vendor Records & payments
- Organized & Accurate Quickbooks records

Human Resources:

- Maintain accurate employee records for payroll purposes
- Oversee accounts associated with payroll liabilities, health insurance (health, dental & vision), workers compensation insurance, federal and state unemployment insurance, retirement accounts

EXPERIENCE AND EDUCATION:

Experience: A minimum of two years of administrative or bookkeeping experience, preferably with a records management background or in a field relating to bureaucratic processes.

Education: High school diploma or equivalent required. Some college preferred.

Supply Management, Informing Others, Tracking Budget Expenses, Delegation, Staffing, Managing Processes, Supervision, Developing Standards, Promoting Process Improvement, Inventory Control, Reporting Skills

Skills: Excellent reading and writing skills required. Knowledge of Microsoft Office and Quickbooks software preferred. Must be able to multi task and organize ongoing project timelines.