

ASSISTANT FINANCE DIRECTOR/OFFICE MANAGER

DEPARTMENT: FINANCE AND ADMINISTRATION

REPORTS TO: FINANCE DIRECTOR

GENERAL DESCRIPTION OF POSITION:

ASSISTANT FINANCE DIRECTOR: Learn and assist with all duties of the Finance Director as directed, including but not limited to: billing and collections for direct customers; billing of septic haulers; tracking and reconciling municipal accounts; reviewing accounts payable; and, preparing monthly general ledger entries and reconcile month-end reports.

OFFICE MANAGER: Manage front office for four employees, including customer interactions/support, accepting payments, and phone calls. Administer all personnel files and District health plan, with assistance from third party consultant. Process payroll, including paying federal/state taxes and unemployment. Monitor human resources and administrative regulatory developments. Prepare monthly Board Meeting agenda, schedule, and minutes. Assist Executive Director with special projects, as needed.

QUALIFICATIONS AND JOB REQUIREMENTS: This position requires a four-year degree in finance, accounting or business and four years of experience in a responsible accounting position, or equivalent combination of education and experience. Experience with an in-house system of payroll, billing and bookkeeping is expected. Must have ability to work with people.

PRIMARY FUNCTIONS:

ASSISTANT FINANCE DIRECTOR:

1. Ensure that direct customers receive prompt and accurate user charge bills and processing of payments.
2. Monitor the billing, collection and accounting of the indirect customers that are billed by the municipalities.
3. Review that accounts payable are processed accurately for each Board Meeting, coordinating with all staff involved in purchasing.
4. Assist in ensuring that all financial activities are accounted for properly by detailed general ledger entries and monthly reports including general ledger, revenue and expenditure budget analysis, balance sheet and subsidiary ledger.
5. Assist in month end closing of all financial records to produce reports in time for the monthly Board Meetings. Assist in calendar and fiscal year end closes of payroll, general ledger and vendor files.
6. Assist with the yearly external audit.

OFFICE MANAGER:

1. Process in-house payroll for approximately 30 employees. Prepare periodic and year-end reports and W-2's.
2. Maintain personnel records. Initially enroll employees in benefit programs. Coordinate Statement of Economic Interest requirements. Coordinate human resources support services to assist with employee personnel matters and workers comp issues. Monitor state and federal regulatory developments for both human resources and general administrative requirements. Participate in Society for Human Resources and the Illinois Association of Wastewater Agencies Admin Subcommittee.
3. Prepare and maintain administrative records for the District, such as schedules and minutes of board meetings, District agreements, resolution and ordinances, IEPA and USEPA reports, legal ads placed in newspapers, etc.
4. Perform routine office duties, to include processing mail, front desk duties, maintaining supplies, handling phone inquiries,

SECONDARY FUNCTIONS:

1. Assist in preparing budget for all District activities with input from all department heads.
2. Assist in updating and maintaining District's fixed asset records.
3. Perform other duties as assigned.

ENVIRONMENT:

All work involving payroll and some financial work, and all work regarding personnel matters, is expected to be held confidential.

As a governmental employee, the position involves working not only for the District, but also for the public at large.

DISCLAIMER:

This position description is intended as a guide and does not constitute an employment contract or provide the assurance of continued employment. The position is at the will of the District management and Board of Trustees.