



## Office Manager Position Description

### Position Purpose

The purpose of the Office Manager position is to provide administrative oversight of funds received and/or administered by the SWCD and the Red River Valley Conservation Service Area (RRVCSA/TSA 1) and provide oversight to field office/TSA operations. The office manager will coordinate all financial records, interact with administrative staff to ensure compliance with regulatory, funding agency and policy requirements, maintain a consistently high quality of work, meet required deadlines, and respond to requests of service. This individual is also responsible for duties associated with human resources management.

### Basic Qualification Requirements

Candidates must have a minimum of two year vocational certification in management, finance, accounting, or related field, with a minimum of 2 years of work experience related to administration and budgeting. This position requires a general knowledge of accounting and budgeting, ability to work with flexibility on several tasks simultaneously and meet various concurrent deadlines, ability to work under stressful conditions, and items under "Duties and Responsibilities" listed below.

### Duties and Responsibilities

1. Maintain working relationship with co-workers, agencies, communities, and clients.
2. Regular and timely work attendance.
3. Administer and supervise the financial affairs of the Becker SWCD and RRVCSA .
  - a. Maintain a uniform system of budgeting, accounting, and financial reporting, in accordance with generally accepted accounting principles.
  - b. Prepare budgets annually in collaboration with the District Administrator.
  - c. Oversees financial transactions to ensure compliance with Minnesota statutes governing the expenditure of public funds.
  - d. Prepares and presents financial reports at monthly board meetings including treasurer's report, bills payable, and budget analysis.
  - e. Prepares fiscal year-end financial statements for submission by deadlines.
  - f. Prepares Annual Report notes to the financial statements
  - g. Prepares invoices, pays bills, and monitors accounts receivable
  - h. Make timely deposits of all income.
  - i. Processes bi-weekly payroll and quarterly supervisor per diems and or expenses.
4. Assists with the administration of the state cost-share program and other programs

- a. Maintains records and journals for all SWCD and RRVCSA financial assistance programs
5. Assists and cooperates with area education programs
6. Provides administrative support
  - a. Attends SWCD and RRVCSA board meetings and informs Boards of financial and administrative forecasts; takes meeting minutes
  - b. Serves as a representative of the SWCD as directed by the Board
  - c. Serves as the SWCD and RRVCSA Data Privacy Officer
7. Assists with the SWCD Tree program
  - a. Places and coordinated Nursery orders, maintains daily inventory.
  - b. Takes tree orders, collects payments, and deposits payments in a timely manner.
8. Attends training sessions as necessary
9. Administers and maintains the District's property/casualty liability and worker's compensation insurance with Minnesota Counties Insurance Trust.
10. Maintains inventory of all district equipment and assets
11. Maintains SWCD and NRCS files according to established procedures
12. Serves as the Human Resources Manager and Payroll Coordinator
  - a. Administers and reports all employee payroll and supervisor compensation
  - b. Processes bi-weekly payroll and supervisor compensation including payroll taxes and quarterly reports, Public Employees Retirement Association remittance and reports, Minnesota State Deferred Compensation, and State unemployment
  - c. Completes W-2 and year-end payroll annually.
  - d. Deals with personnel issues including processing leave and hours, processing personnel records and timesheets, employment law, and updating insurance coverage.
  - e. Implements human resources programs by providing human resources services including talent acquisition, staffing, employment processing, training and development, succession planning, and employee relations and retention
  - f. Complies with federal, state, and local legal requirements
13. Performs other related duties as directed or apparent.

### **Performance Evaluation**

Performance Evaluation is the responsibility of the District Administrator and will be reviewed annually by the District Board.

**Updated 11/15/2017**