

**SOUTH WALTON COUNTY MOSQUITO CONTROL DISTRICT
JOB DESCRIPTION**

Position: Office Manager

Revision Date: __02/07/2018__

Classification: Non-Exempt

Reports to: Director

GENERAL SCOPE OF WORK

Ensure the smooth operation of the District front office. Assist with establishing and overseeing District policies and procedures, perform human resource duties. Manage the budget process. Supervise the Secretary/Receptionist position.

PRIMARY JOB DUTIES

The listed essential functions are intended to be representative of the tasks performed within this position. The omission of an essential function does not preclude the District from assigning duties not listed herein if such functions are a logical assignment to the position.

- ◆ Manage District financial matters according to established accounting, State and Federal regulations. Oversee complete payroll, accounts payable and receivable processes. Ensure invoices are correct and resolve any discrepancies, code invoices to appropriate accounts, prepare disbursement vouchers and submit with invoices to director for approval. Ensure checks are processed in a timely manner using Sage 50. Review for accuracy all financial reports. Prepare budget amendments, resolutions, Board memo and amendment package for Director's review and approval. Oversee the administration of District insurance policies.
- ◆ Attend monthly and special meetings of the Board of Commissioners. Assist the Director in preparing for Board meetings and setting the agenda. Oversee advertising and posting requirements for Board meetings.
- ◆ Develop, recommend, and implement personnel policies and procedures; prepare and maintain District policy handbooks. Assists Director with implementation of updates to compensation program; rewrite job descriptions as necessary; oversee the administration of employee benefits; assist Director, District employees, and retirees with Human Resource needs. Oversee the administration of the OPEB Trust; serve as the Florida Retirement System (FRS) Coordinator.
- ◆ Compile necessary data and files for year-end audit and submit to auditor. Schedule date for on-site field work; be available to answer questions. Communicate with auditor throughout the audit process. Review audit draft for corrections prior to submittal to Board. Ensure all State filing and posting requirements for approved audit are met.

- ◆ Participate in all aspects of the development of the budget. Research anticipated changes in insurance costs, compensation and overtime trends, COLA, and chemical and capital expenditures. Generate options for the annual Local, State and OPEB budgets to be presented to the Board for approval in July and September. Meet with Director and individual Commissioners to present budget options and answer questions. Monitor applicable laws to assure compliance with DACS, TRIM and other regulations throughout the budget process. Prepare budget advertisements and ensure publications are placed in newspaper and meet specific criteria. Prepare budget resolutions and TRIM agendas for Public Hearings.
- ◆ Prepare legal advertisements and bid procedures.

SECONDARY JOB DUTIES

- ◆ Learn all office activities through on-the-job training.
- ◆ Perform a variety of clerical duties as needed.
- ◆ Process mail.
- ◆ Perform Notary services when needed for the district.
- ◆ Serve as public records custodian.
- ◆ In the absence of the Director, the Office Manager shall make all decisions necessary in the operation of the office functions.
- ◆ Assist with answering telephones and responding to requests from the public.
- ◆ Participate in Public Outreach Program by visiting Classrooms and/or special events.
- ◆ Follow the District's policies, including Employee Handbook, Safety Policy, Drug . free Workplace policy, and complies with all local, State and Federal regulations at all times.

MINIMUM QUALIFICATIONS

- ◆ Bachelor's degree in accounting, finance or closely related field from an accredited college or university and/or an equivalent combination of education, training, and experience that provides the required knowledge, skills and abilities. Minimum of three (3) years accounting experience is required.
- ◆ Experience in Florida public sector (special district preferred) accounting and/or payroll is preferred.
- ◆ Excellent computer skills including proficiency in Microsoft Office.

- ◆ Ability to use office equipment which includes a computer, copier, fax machine, shredder, printer, typewriter, and a calculator.
- ◆ Must possess and exhibit excellent organizational skills.
- ◆ Must be able to obtain a current State of Florida Notary Public Commission within six months (6) of hire and maintain as current.
- ◆ Ability to work flexible hours and, as needed, to work late, weekends, nights, and holidays to fulfill the requirements of the District.
- ◆ Possession of a valid Florida Driver's License with a good driving record. Ability to drive a District vehicle and be insured by District insurance provider. Retention of a good driving record.

WORK ENVIRONMENT/PHYSICAL REQUIREMENTS

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Requirements: Light physical activity is required on an occasional basis including lifting up to thirty-five pounds, reaching and pulling with arms, stooping, kneeling and bending, walking, standing and climbing stairs. Use fingers and hands to grip a mouse and type on a keyboard. Excellent vision, both close and distance, is frequently required.

Work Environment: The work environment is usually an office but occasionally could include outdoors and workshops. Occasional exposure to all types of weather is required when the position is working outside, exposed to sun, rain, mud and insects. Noise level is usually low but occasional exposure to moderate noise levels. Working around chemicals, which are stored, handled, applied/used and disposed of according to exact labeling instructions, is required occasionally.

This document does not create an employment contract, implied or otherwise.

MY SUPERVISOR HAS REVIEWED AND DISCUSSED THIS JOB DESCRIPTION WITH ME.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE