

ADDISON COUNTY SOLID WASTE MANAGEMENT DISTRICT

We value and expect excellent customer service as well as teamwork and cooperation among all employees.

MISSION STATEMENT

(adopted by Board of Supervisors, January 1996)

The Addison County Solid Waste Management District is a union municipality that exists to cooperatively and comprehensively address the solid waste management interests of its member municipalities. The mission of the District is to:

- ♦ promote waste reduction and pollution prevention;
- ♦ maximize diversion of wastes through reuse, recycling, and composting;
- ♦ provide for the disposal of remaining wastes; and
- ♦ seek environmentally sound and cost-effective solutions in all of its programs, services, and facilities.

Job Description**BUSINESS MANAGER****Full-Time Position**

REPORTS TO: District Manager

BASIC FUNCTION:

Responsible for managing, reporting and archiving the financial records of the District in accordance with general accounting procedures and District policies. Prepares financial analyses of operations, including monthly and year-end financial statements with supporting schedules, using full-charge, double-entry bookkeeping procedures. This position also provides payroll and benefits administration for the District.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

- Responsible for maintaining all financial procedures, reports and records. This responsibility includes:
 - Full-charge, double-entry bookkeeping;
 - Maintenance of checking accounts;
 - Payment of invoices and local, state and federal taxes;
 - Payroll preparation;
 - Maintenance of subsidiary ledgers: cash disbursements, cash receipts, accounts payable, month-end payroll summary, accounts receivable summary, and journal entries for adjustments to the general ledger;
 - Maintenance of current and capital fund general ledgers, trial balances, financial reports, and balance sheets;
 - Update of in-house Accounting, Payroll and Scalehouse Manuals;
 - Generation of monthly financial statements;
 - Provision of data to others in preparation of quarterly and annual tonnage reports, solid waste implementation plans, annual reports, and other analyses.;
 - Development and application of fiscal controls and procedures;

- Preparation of monthly reports that include accounts payable reconciliation, accounts receivable reconciliation, bank reconciliation, and balance sheet audits;
 - Preparation for year-end financial audit;
 - Assist District Manager and Treasurer with the preparation of annual budget.
- Regular communication with the District Manager and the Executive Board, providing relevant financial information as requested.
- Administration of personnel benefits: work with personnel during hiring process and exiting process; stay up to date with benefits, understanding all changes that occur as a result of legislation, insurance company, and/or District Board directives and other factors; promote staff health and safety.
- Direct supervision of the Administrative Assistant;
- Performance of responsibilities related to the Transfer Station, including:
- Oversee the Scalehouse Operators in their financial and clerical duties;
 - Prepare annual hauler license application materials and check for completeness. Upon approval of the District Manager, issue the approved license documents. Track license compliance. Distribute stickers and certificates.
 - Ensure that the software system works smoothly by periodically checking the Transfer Station's system totals against the office system totals, and work with the software support team to reconcile any differences or to work through any problems.
 - Monitor the integrity of the safeguards built into the system and report any discrepancies or irregularities to the District Manager.
- Completion of special projects as assigned by the District Manager;
- Performance and/or oversight of general clerical duties, including:
- Answer incoming calls and respond to requests from the general public regarding solid waste management and other miscellaneous questions;
 - Transcribe and maintain large documents;
 - Prepare monthly mailings for Board meetings and miscellaneous mailings;
 - Attend Executive Board and Board meetings and prepare minutes;
 - Manage databases and office equipment;
 - Coordinate physical files storage and security;
 - Communicate with third-party IT firm for backup and security.
- Performance of other general duties including: grant management (preparing and submitting for reimbursement, as well as preparing for close-out audit); researching software and computer components for purchase; and other miscellaneous duties.

SUPERVISION RECEIVED:

Reports directly to the District Manager but performs daily functions with minimal supervision.

MINIMUM QUALIFICATIONS:

1. Education – Minimum Associate’s Degree, preferably Bachelor’s Degree or equivalent. Desired course of study – Business Management and/or Accounting;
2. Two (2) years’ experience in full-charge bookkeeping and financial management, preferably in a governmental setting;
3. One (1) year of payroll preparation experience;
4. One year of supervisory experience;
5. Excellent organizational and office skills;
6. Computer proficiency, including word-processing, Excel, QuickBooks, and database management;
7. Strong communication and interpersonal skills, flexibility, and reliability;
8. Sound decision-making ability;
9. Ability to work independently while maintaining effective working relationships with staff, District Manager, Board, customers, suppliers, and citizens.

The ACSWMD is an Equal Opportunity Employer.