



LAKE OF THE WOODS COUNTY POSITION DESCRIPTION

DATE: November, 2017

JOB TITLE: Office Manager & Accountant

DEPARTMENT: Public Works

JOB GRADE: 15 (effective 2024)

FLSA: Non-Exempt (Union)

REPORTS TO: Public Works Director

SUPERVISES: Accounting & Administrative Personnel

GENERAL DUTIES:

Under the direction of the Public Works Director, the Office Manager is responsible for providing leadership for and management of accounting and administrative personnel and direct operations of the Public Works front office. The Office Manager/Accountant develops and performs the accounting and budget function to maintain all financial records, accounts and fiscal transactions for the County Public Works Department. The Office Manager/Accountant is the designated employer representative for the County drug and alcohol testing program.

MINIMUM QUALIFICATIONS:

- Bachelor's degree in accounting, business management or similar field AND two years experience in office management, or equivalent (combination of education and/or years of experience will be considered)
- Current knowledge as it relates to proper management of state and federal funds and computerized accounting
- Valid Minnesota Class D driver's license

KNOWLEDGE, SKILLS AND ABILITIES:

- Highly proficient in Microsoft Office, with an emphasis in Excel;
- Must exercise independent judgment, initiative and discretion in all phases of departmental activities;
- Provides effective work direction, approve or reject the assigned work products and implement procedures to increase efficiency and effectiveness of employees;
- Must maintain satisfactory working relationships with Public Works Director, co-workers, and general public;
- Must comply with data privacy regulations;
- Must work effectively under pressure, i.e. meets required deadlines;
- Must effectively communicate via two-way radio and telephone equipment.

ESSENTIAL FUNCTIONS:

- **Accounting:**
 - ✓ Responsible for all accounting and record keeping functions for federal, state, town road, bridge and local governmental funds according to required control and accounting procedures or implements control procedure in absence of required procedure.
 - ✓ Responsible for monitoring expenditures and revenues to accurately process all payments, receipts and payroll. Process accounts payable and allocate expenditures to the appropriate cost accounts. Process and/or supervise accounts receivable billing and receipts, reviews invoices for accuracy, inquires on invoices that are questionable. Perform all month-end closings. Review and balance all reports. Compile infrastructure values and performs GASB-34 reporting.
 - ✓ Advise County Auditor/Treasurer on amounts to invest and period of investment to ensure maximum interest income, yet retaining cash flow.
 - ✓ Assists in preparing department budget for approval. Analyzes previous and current year's budget and projects anticipated revenues and expenditures. Notifies Public Works Director of concerns and status of revenues and expenditures.
 - ✓ Supervises preparation of payroll, fund distribution, daily time and equipment distribution, accounts receivable, accounts payable, fixed assets and inventory records, etc.
 - ✓ Supervises all department cost account financial coding and data entry.
 - ✓ Interfaces commissioner warrants to Integrated Financial System for submittal to County Board.
 - ✓ Performs complex accounting entries, transactions and reconciliation for year –end closings and reviews. Prepares detailed work sheets and financial reports for annual audit.
 - ✓ Prepares annual report of financial activities of the department and other interim financial reports as required/requested by State, County Board or Public Works Director.
- **Contract Management:**
 - ✓ Supervises preparation of project proposals and forms. Prepares contracts for bid entry, abstract of bids, contracts and performance bonds. Works with County Attorney to receive final contract approval.
 - ✓ Reviews contractor's certificates of insurance to ensure current coverage.
 - ✓ Prepares reports of State Aid Payment requests for contract funding.
 - ✓ Prepares Partial and Final Pay Estimates to contractors.
 - ✓ Responsible for tracking contract costs by funding source, monitoring contract accounts receivable and receipt of fund reimbursements in compliance with State and Federal reporting requirements.
- **General Office:**
 - ✓ Process in-coming and outgoing mail.
 - ✓ Assists in all departments purchasing, in obtaining quotes for procurement of materials and ordering as required.
 - ✓ Supervise department filing and records retention/destruction.
 - ✓ Supervises activities of the accounting and administrative personnel, assigns work, monitors and evaluates performance.

- ✓ Supervises accurate completion of employee electronic daily time cards to ensure proper financial reporting.
- ✓ Composes correspondence and cover letters. Follow-up on delinquent accounts.
- ✓ Confidential Employee: Responsible for maintaining department personnel records, drug and alcohol testing records and other data privacy issues/documents.
- ✓ Represents department a local and statewide functions.
- **Reception & Miscellaneous:**
 - ✓ Answers two-way radio and telephone calls, relays messages as required.
 - ✓ Answers questions from the public, vendors, customers and contractors regarding department policies for maintenance, payables, receivables, contract payments, etc.
 - ✓ Per beaver policy, issues annual beaver permits, assigns problem areas to permit holders, marks beaver tails and prepares payment claim forms.
 - ✓ Explains to county residents the various Public Works Policies, i.e. snowplowing/blading, mail box and culvert. In some instances physically assists with distribution of material. Maintains permit log as required.
 - ✓ Supervises Gopher 1-call utilities location requests.
 - ✓ Receives complaints/requests and refers to proper authority. In the absence of Public Works Director and Maintenance Supervisor, must make determination on urgency of complaint/request and, if necessary, dispatch maintenance crew to make necessary repairs.
 - ✓ Assists public in obtaining moving permits. Receives verification that taxes are paid on mobile homes prior to procuring the Public Works Directors' approval. Maintains a moving permit log per record retention schedule.
 - ✓ Responsible for licensing of department vehicles, additions/deletions to insurance.
 - ✓ Determines need for new or updated office forms for efficient office management.

ADDITIONAL DUTIES AND RESPONSIBILITIES:

- Other duties as assigned or required.

WORKING CONDITIONS AND ENVIRONMENT:

The position has good working conditions in general, but is a diversified job requiring sustained mental effort related to public contacts, organizational issues, planning and technical areas. There is pressure of deadlines and high level of attention to detail. There is continuous exposure to computer keyboards and video screens and moderate exposure to lifting up to 40 pounds.

SAFETY DUTIES:

- ✓ Cooperates with the County's Safety Program and conducts work habits in a manner that ensures the safety of all employees.
- ✓ Responsible for behavior that is consistent with OSHA regulations, the County policies, departmental safety rules and office policies. Attends all required safety training sessions.