**MASON COUNTY ROAD COMMISSION**

JOB DESCRIPTION

Title: **OFFICE MANAGER**

SUMMARY OF DUTIES:

The Office Manager reports directly to the Finance Director. Work is performed in accordance with the overall department policies and the accepted professional standards with considerable latitude to exercise independent judgment in solving problems that arise within the delegated area of responsibility. Extensive experience and familiarity with the concepts, practices, and procedures and a working knowledge of payroll, accounts payable, human resources, scheduling and other office procedures.

The Office Manager performs the following duties:

1. Answer the phone and take messages for distribution to proper Supervisor.
2. Greet walk in customers.
3. Run daily reports to verify accuracy of payroll entries, overtime worked, vacation, personal and sick time used and keep records updated. Issue leave time earned monthly.
4. Balance inventory and ensure inventory has posted accurately.
5. Responsibility for all payroll entry and accounting to include:
   1. Data entry, new employee reporting, direct deposit reporting
   2. Report all FICA and Medicare payments bi-weekly. All quarterly and annual reports
   3. Handle all payroll deductions and payments, rate changes and new employee fees.
6. Print Payroll checks, give to Finance Director to sign, then prepare for issuance to employees.
7. Keep the yearly payroll totals spreadsheet up to date along with the yearly pension totals spreadsheet.
8. Responsible to prepare the Overtime Worksheet, call list and equalized overtime, Update on call Supervisor list every 6 months, post a list of union employees balances of vacation, short term leave, floating holidays and Overtime Comp by the 10th of each month.
9. Process yearly W-2’s, check for accuracy, print and distribute to employees. Order proper forms when necessary.
10. Create AP vouchers and enter invoices to be paid into computer.
11. Process and print all Accounts Payable Checks. Prepare record of checks issued for Board review.
12. Prepare Forms for CDL renewal authorization. Verify and track employee compliance with CDL licensing requirements
13. Prepare forms for Random Drug Testing when employee need to use outside testing agencies.
14. Order office supplies and maintain organized and essentially supplied stock room.
15. Assist employees with Short Term Leave Forms and information regarding accidents. Manage all issues with Workmen’s Comp.
16. Prepare and Submit biweekly and monthly salt report to MDOT and keeps an updated record of salt inventory.
17. Maintains all employee personnel, medical and cdl files.
18. Set up pre-employment physicals, drug testing and background checks.
19. Post cash receipts and accounts receivable payments in the computer and update receipts file after each deposit. Give a copy of receipt with payment to Finance Director for processing.
20. Assist with driveway and miscellaneous permits if needed.
21. Assist with sending out requests for material and equipment bids.
22. Manage social media accounts and website.
23. Miscellaneous office duties.
24. Ability to cross train duties with the Finance Director.

DESCRIPTION OF DUTIES

Prepares payroll bi-weekly. Verifies accuracy of time entered daily. Calculates deductions and prints checks. Checks are then given to the Manager/Director and Chief Financial Officer to sign. Responsible for submittal of required documentation associated with federal, state, and local authorities such as W-2’s. monthly, quarterly, and annual reporting requirements. Inputs Accounts Payable daily and process payments biweekly. Deals one on one with employees, answering questions, supplying additional information when applicable. Responsible to provide overtime lists, and call lists.

The duties stated here are intended to describe the general nature and level of work being performed by an employee assigned to this classification. They are not to be construed as an exhaustive list of all duties and responsibilities which might be assigned to personnel so classified.

ESSENTIALS JOB ELEMENTS-ADA

The physical demands and work environments described here are representative of those that must normally be met by an employee to successfully perform the essential functions of this job. Individuals with disabilities may be allowed to demonstrate alternate ways to perform the job; reasonable accommodations may be made to enable such individuals to perform such essential functions.

While performing the functions of this job, the employee is frequently required to handle, feel or operate machines, or controls and reach up, down, out, etc. The employee is occasionally required to climb or balance and stoop; the employee is regularly required to walk, stand, sit, talk and hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and ability to adjust focus. The employee occasionally works near moving mechanical parts and is exposed to wet and/or humid conditions. The noise level in the environment is generally quiet.

KNOWLEDGE, SKILLS AND ABILITIES:

Requires considerable knowledge and understanding of; general ledger accounting and accounting terminology; transaction codes and procedures used in a complex computerized financial management system; office procedures and proven ability to exercise discretion, good judgement and take initiative. Skill in the use of Microsoft Office applications; ability to work safely; ability to communicate effectively and verbally and in writing; ability to establish and maintain effective working relationships with employees, supervisors, and the public; ability to occasionally lift heavy objects.

DESIRABLE QUALIFICATIONS;

Associates degree with 5 years of experience in all aspects of payroll procedures, some experience in accounting with an emphasis on governments or public agency accounting preferred.; or any equivalent combination of education and experience.

SPECIAL REQUIREMENTS

None.