

Office Manager
North Vernon Utilities Service Board

General Description of Work:

The incumbent performs administrative, accounting and support work involving the Utilities Department operations, as well as the day to day management of the billing office, including supervision of full and part-time employees.

Position under the direction of:

North Vernon City Clerk Treasurer and Utility Superintendent

Position reports to:

North Vernon Utility Services Board

Typical Duties Performed or Overseen:

- Attends meetings of the Utilities Services Board; arranges and prepares notification of meetings as required by law; prepares Board packets and types agendas; records minutes of all proceedings and maintains accurate and complete records of all actions.
- Maintains Utilities Department financial and accounting records, permit information, etc...
- Determines possible solutions to problems and presents alternatives for review by the City Administrator.
- Receives requests, complaints and information from the public and either handles or transmits to the appropriate person.
- Attends meetings and conferences on a variety of relevant topics.
- Works with collection agencies, state and county agencies, and other municipalities to solicit and provide information and coordinate Utility business.
- Completes and submits state, federal and county forms and reports.
- Sets up and operates office computer systems for accounting, financial reporting and payroll.
- Conducts evaluations of full and part-time employees of the USB office. Manages personnel issues as needed.

- Trains newly-employed USB office staff.
- Responsible for the typing of vouchers, coding of bills, accounts payable lists for Board approval and payment of appropriate bills (claims).
- Conducts year-end closing of accounts and verifies accuracy of records.
- Calculates, records, mails and collects bills for water, wastewater, storm water and labor and materials provided; reviews billings for collection; sends shut-off notices.
- Answers questions and responds to complaints and discrepancies with bills.
- Maintains updated customer account information, records cash receipts including coding, adding, and verifying receipts, engineering the receipts into the computer system and recording in the ledger and also prepares reports for the Board and City Administrator.
- Compiles delinquent accounts and files liens/small claims as necessary
- Computes, prepares and submits sales tax and MDH fees quarterly reports to the state.
- Greets the public, provides information, answers questions, researches files, and issues permits.
- Reviews and audits time cards, obtains necessary approvals and types payroll checks as well as records employee vacation and sick leave usage and accrual.
- Reconciles bank statements and transfers or deposits money as needed; calculates passbook savings and determines money available for investment.
- Computes payroll and submits federal state, FICA, PERA, Medicare and insurance reports for payroll withholding and sends to appropriate agencies.
- Maintains and updates inventory records.
- Makes photocopies and files as needed.
- Performs other duties as necessary.