

Prudence Island Water District

Position Description: PIWD Office Manager/Bookkeeper

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A. Responsibilities of the Office Manager/Bookkeeper

To perform required administrative duties of the PIWD, including record keeping, correspondence, and bookkeeping.

B. Duties

Employees:

1. Keep accurate accounts of payroll (including OT), sick, and vacation time, and report this information to the employee and to the Operations Manager.
2. Pay salaries, employee expenses, and allocate all salaries and expenses to the correct accounts in BMSI software.
3. Pay and process taxes, and other withholdings.

Customers:

1. Keep accurate records of customers.
2. Process invoices, late fees, statements reports, publications etc.

State and governmental agencies:

1. Record keeping.
2. Inform Systems Manager of Dig Safe notifications.

Banking:

1. Keep accurate records: deposits, payments.
2. Assist accountant preparing year-end statements by providing requested documentation.

Vendors:

1. Keep accurate records and record expenses into correct expenditure category.
2. Submit payments on timely basis following Board approval of bills.

Administrative:

1. Open all mail and distribute in a timely manner to Board members or employees as appropriate.
2. Respond to voice mail or direct to Board members or other employees as appropriate.
3. Manage health insurance for employees.
4. Work with Insurance Company on workmen's compensation issues and payroll audit.
5. Distribute any required correspondence.
6. Complete all necessary tasks required for elections.
7. Purchase office and company supplies.

C. Supervisory Responsibilities

None

D. Customer Relationships

The Office Manager/Bookkeeper must respond to customer needs courteously and timely. The Office Manager/Bookkeeper will have occasions to interact with customers, vendors, Federal and State agencies, consultants and contractors and will conduct these interactions professionally

E. Reporting Responsibilities

The Office Manager/Bookkeeper reports to the Operations Manager.

The Operations Manager approves the Office Manager/Bookkeeper's vacation schedule.

The Office Manager/Bookkeeper reports sick days to the Operations Manager.

Time sheets must be approved by the Operations Manager. Except in emergencies, overtime must be approved in advance by the Operations Manager.

F. Vacation and Sick Days

The District's Personnel Policy describes the vacation and sick leave policies for all employees.

G. Performance Review and Compensation

The Operations Manager and a member of the Board appointed by the Moderator forms the Personnel Committee. This Committee reviews the performance of the Office Manager/Bookkeeper each year and recommends compensation to the Board.

Compensation includes salary, the employer's share of Social Security/Medicare and employer contributions to the employee health insurance and retirement plan.