

EMPLOYMENT OPPORTUNITY

Bartholomew County Solid Waste Management District

POSITION: Office Manager

Incumbent serves as the Office Manager, serving as the first point of contact for the District to the public. Responsible for maintaining landfill and yard waste credit accounts/tickets in addition to assisting with accounts receivable, coordinating meeting, and maintaining staff records. These duties will require 40 hours of service per week.

Essential Responsibilities:

- Primary liaison to the public including phone, email, and in-person inquiries as well as general correspondence.
- Interoffice assistance including general correspondence, mail distribution, and sourcing supplies.
- Maintains the filing system for the District.
- Maintains landfill and yard waste credit collections including past due accounts, aging accounts receivables, and uncollected debt management in conjunction with the District attorney.
- Manages tickets for yard waste, pallet recycling, and the sale of mulch and compost including opening accounts with credit checks, determining acceptable material/charge, and generating disposal tickets for all customers and any related correspondence.
- Assist the Controller with Accounts Receivable management by mailing statements, receipting in payments, filing and maintaining tickets/statements, collecting cash while maintaining a cash drawer and deposits. Be cross-trained and a backup for the Controller as needed.
- Assists the Director in District meeting activities including securing meeting rooms, polling attendees, compiling meeting materials, preparing packets, attending meetings, and taking notes/recording dialogue used to prepare meeting minutes.
- Maintains staff records for employees by compiling leave records and reports to Director quarterly.
- Assists in the daily operation of the office including assisting office staff with many varied tasks.
- Assists in other duties as available and cross-trains in other aspects of the operation.
- Coordinates and documents District trainings/licenses/certifications in coordination with Director.
- Provides on-boarding to new staff in coordination with the Controller.

Minimum Qualifications: A high school diploma or equivalent required. Ability to effectively communicate, both orally and in writing, with a wide variety of individuals, including staff, and members of the general public. Proficient using common office software (MS Word, PowerPoint, Excel) and common office hardware (phones, printers, copiers, laptops, etc.) Must pass a routine drug screening test.

Personal Work Relations: Ability to deal tactfully and responsively with the general public and the ability to work in harmony with other employees and supervisors.

Working Conditions: Incumbent performs a wide variety of administrative duties. Policy and guidance is provided by the Director as per the District Board of Directors.

This job posting is intended to be a general summary of job content. It should not be construed to be an exhaustive listing of the job duties or requirements.

Salary: \$52,428/year

Submit Applications along with Resume/Cover Letter to the BCSWMD District Office, 720 South Mapleton Street, Columbus, IN 47201 interviews ongoing as applications are received. AN EQUAL OPPORTUNITY EMPLOYER