

# Office Manager - Highway

Dept/Div: Highway

FLSA Status: Non-Exempt

## General Definition of Work

Performs intermediate administrative work developing and maintaining the accounting functions of the department, and related work as apparent or assigned. Work is performed under the moderate supervision of the County Engineer.

## Qualification Requirements

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

## Essential Functions

- Oversee and operate the financial and cost accounting system for the department; provide information to staff on department policies and procedures
- Manage accounts payable operation; code items, interface with Integrated Financial System (IFS) through Auditor's office; balance and maintain account total; perform inventory charge-outs and coordinate year-end physical inventory counts; coordinate with Auditor's staff on financial issues
- Manage payroll operations; reconcile time cards in preparation of data entry; maintain employee records
- Manage RT Vision One Office for road projects; set-up and assist contracts in RT Vision-One Office; maintain project numbers; prepare projects for bidding process; prepare contracts and bonds; request payment for contractors from State or Federal Aid.
- Assist Right-of-Way Managers (ROW) organize property acquisitions; process ROW documents and legal descriptions; manage acquisition lists showing parcels and costs; generate and distribute tax form 1099S on permanent ROW acquisitions.
- Answer phones and direct calls; data entry; file; distribute mail; maintain office supplies; maintain databases; provide updates for the County website; interact with software providers.
- Prepare monthly invoice/statements to other departments, township and municipalities for accounts receivable.
- Maintain Phoenix software for fuel management; determine fuel tax for the Department of Revenue.
- Prepare an annual report of department financial activities; interact with the State Auditor and provide reports for Finance.

## Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; general knowledge of equipment manuals, policy and procedure manuals; general knowledge of vehicle maintenance reports, attendance records and time sheets; general knowledge of Highway Department accounting procedures; general knowledge of time sheets, permits, right-of-way acquisitions and accounting documents; general knowledge of standard office equipment; general knowledge of standard office software, project funding, Phoenix Fuel System, SA Finance, RT Vision, cost accounting/contracting management; ability to make arithmetic computations, compute rates and understand governmental accounting practices.

## Education and Experience

Associates/Technical degree with coursework in Accounting or Business Management, or related field and moderate experience with accounting software, or equivalent combination of education and experience.

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### **Physical Requirements**

This work requires the occasional exertion of up to 25 pounds of force; work regularly requires sitting and using hands to finger, handle or feel, frequently requires walking, speaking or hearing, stooping, kneeling, crouching or crawling and repetitive motions and occasionally requires standing, reaching with hands and arms and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

### **Special Requirements**

Valid driver's license