

# **EAST NORRITON-PLYMOUTH-WHITPAIN JOINT SEWER AUTHORITY**

**Position: BUSINESS MANAGER**

## **Summary Description:**

This individual is responsible for maintaining the administrative offices of the Authority to ensure that the office runs efficiently and effectively.

This person performs payroll, accounts receivable/payable functions, human resources, and communicates with regulatory agencies, engineers, vendors, and the public, as needed.

## **Supervision:**

This individual reports to the Executive Director and performs administrative work for the staff as necessary.

## **Major Duties:**

- Acts as receptionist to the public and vendors.
- Receives and directs all incoming correspondence and communications.
- Processes payroll using Sage Software to include bi-weekly payroll taxes.
- Completes quarterly payroll taxes.
- Works with Auditor to complete the annual audit.
- Assist Executive Director with annual budget.
- Prepares accounts payable checks, cross checking purchase orders with the packing slips and bills, compiling monthly bill lists, preparing checks and spreadsheet.
- Prepares accounts receivable by invoicing townships and Aqua for quarterly billing.
- Prepares monthly bill sheet and statement of accounts for the monthly board meeting.
- Monthly bank reconciliation.
- Reconcile monthly credit cards.
- Enrolls new hires in Health Insurance, long term disability Insurance (LTD) and short-term disability Insurance (STD). Files initial STD & LTD claims with the insurance company.
- Enroll employees in pension plans.
- Ensures bond reporting compliance.
- Administers all correspondence, reports, spreadsheets. Research, complete and assist in administrative projects assigned by the Executive Director.
- Creates and/or maintains all project and administrative files and documents.
- Types letters, reports, memoranda, forms, and specifications.
- Coordinates monthly meetings including advertising and assembling supporting documents for the agenda.
- Maintains personnel files and other confidential records under the direction of the Executive Director.

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- Administer all non-operational contracts, such as uniforms and bottled water service.
- Orders office supplies, make bank deposits, withdrawals, and picks up supplies, if necessary.
- Any other tasks assigned by the Executive Director.

### **Knowledge, Skills & Abilities**

- Working knowledge of modern office procedures, organization, and filing systems.
- Working knowledge of correspondence formats and business practices.
- Ability to operate calculator, typewriter, fax, and other standard office equipment.
- Working knowledge of bookkeeping practices and procedures.
- Experience with personal computers and typical software applications such as Windows, Excel, and Word.
- Experience with accounting software.

### **Essential Functions and Working Conditions:**

- Ability to effectively communicate with tact and diplomacy with other employees and outside agencies such as townships and regulatory agencies.
- Withstand exposure to unpleasant environment occasionally.

### **Education/Experience/Training:**

- High School diploma. Five years' office and administrative experience.
- Any equivalent combination of education, training and experience that provides the required knowledge, skills and abilities.

Please email cover letter and resume to Lauren Sufleta, PE, Executive Director, at [director@enpwjsa.org](mailto:director@enpwjsa.org).