



**Position Title:** Office Manager  
**Reports to:** District Director  
**FLSA Status:** Exempt

## **SUMMARY**

Maintains daily administrative and financial transactions for the Ocean County Soil Conservation District (District or OCSCD). Supervises clerical activities and provides administrative support for payroll and benefit programs. Is primary contact for District staff related to human resource needs and issues. Serves as secretary to the Board of Supervisors at meetings and assists the District Director and Assistant District Director daily with clerical and report needs.

## **Essential Duties and Responsibilities**

### **Bookkeeping and Financial Management:**

- Performs all District financial functions including deposits, payments and processing, general ledger, audit preparation, and bank reconciliations utilizing QuickBooks™
- Serves as the liaison to all vendors, contractors, and customers with acquiring required documentation, processing payments and disbursements.
- Reconciles and balances accounts and maintains all financial records for the District's auditor and as per the State Soil Conservation Committee (SSCC) approved Financial Accounting Manual
- Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of financial records and correspondence (as per state policy and procedures)
- Analyzes and supervises office operations and clerical personnel. Assures typing, processing of Chapter 251/SESC applications, preparation of payroll, flow of correspondence, filing, requisition of supplies and other clerical services are completed.
- Maintains equipment, and all service contracts.
- Stamps, sorts, and distributes daily mail.
- Assists office clerical staff as needed in daily customer service which may include telephone inquiries, customer walk-ins, writing -up certifications, logging in plans/checks.
- Maintains NJDEP/RFA information & records.
- Formulates procedures for systematic retention, protection, retrieval, transfer and disposal of financial records and correspondence (as per state policy and procedures)
- Tracks and assists in District grants through record keeping, financial reporting, and compliance.
- Maintain District insurance policies including obtaining quotes and proposals, processing renewals, and preparing audits.
- Establish all District subcontracts, including soliciting proposals, processing appropriate documentation, and maintaining communications with subcontractors as per NJ Public Contract Law.
- Prepares & Schedules records requests as custodian of Open Public Record Act (OPRA).
- Assists in preparing quarterly reporting to State Soil Conservation Committee as per policy

### **Human Resources Responsibilities:**

- Acts as the Certify Officer for the District with the NJ State Public Employees Health & Benefits System whose duties include enrolling new employees, payment reporting to the State of NJ, and distribution of benefit notifications as required by law.
- Performs Human Resources functions, official notifications to staff, maintains personnel records and conducts new employee orientation.

- Payroll and benefits management. Payroll liaison with payroll company (bi-weekly & quarterly)
- Tracks all employee time worked and paid time off.
- Acts as secretary to the Board of Supervisors, prepares meeting packets, types, and distributes meeting minutes, writes, and publishes public notices, and keeps supervisor logs.
- Arranges travel schedule and reservations, plans for hearings, conferences, and meetings.
- Perform the duties described in the District's Annual Plan of Operations.
- Assists in coordination of public programs, such as conservation contests, soil stewardship, photo contests.

### **Supervisory Responsibilities:**

- Directly supervises clerical employees.
- Carries out supervisory responsibilities in accordance with District's policies and applicable laws.
- Responsibilities include training employees, planning, assigning, and directing work, appraising performance, addressing complaints, and resolving problems.
- Other duties and tasks as needed and assigned by the District.

### **Qualifications:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

### **Education and/or Experience:**

- Minimum of an associate degree in a business-related field or equivalent from two-year college or technical school.
- Minimum of 4 years related experience and/or training in administrative clerical science, bookkeeping and benefit administration for an office or a small business.
- Minimum of 2 years' experience in an office manager position.
- Knowledge of and familiarity with conservation organizations and/or government office operations a plus.

### **Language Skills:**

- Ability to read, analyze and interpret general business periodicals and professional journals, bookkeeping procedures, or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers/applicants, and the public.
- Thorough knowledge of and proficiency in Microsoft™ Word, Excel, Access & Outlook
- Thorough knowledge of and proficiency in QuickBooks™

### **Mathematic Skills:**

- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, and percent and to draw and interpret bar graphs and perform bookkeeping mathematics as required.

### **Certificates, Licenses, Registrations:**

- A valid New Jersey driver's license and acceptable driving record is required.
- Position-related certifications a plus.

Compensation commensurate with experience.

*Updated: March 2021*