

The Town of New Milford is hiring! The Town of New Milford is currently accepting applications for the position of Office Manager. This position is a full time position that is within the New Milford Waste Water treatment plant. Responsibilities include supervising clerical office staff, departmental accounting and budgeting and overall plant support. Qualified and interested candidates should send a completed Town of New Milford employment application, resume and cover letter by November 26, 2018 to: Greg Bollaro, Town of New Milford, 10 Main Street, New Milford, CT. 06776 gbollaro@newmilford.org No Faxed applications will be accepted.

Town of New Milford

JOB CLASSIFICATION DESCRIPTION

Job Title: Office Manager/Wastewater Treatment Tax Collector
Non Union - Exempt

Job Summary: The Office Manager is responsible for overseeing and managing office staff and has oversight over all accounting functions of the department. Responsibilities include payroll, accounts payable/receivable, collections, fixed assets, depreciation, bonding, budgeting, month and year end close as well as processing hook-ups and escrows. This position is highly accountable for leading office staff and ensuring accuracy of payroll, collections, and all financial data. The work includes tracking bond payments, entering depreciation on a monthly basis and ensuring billing system and information is running properly.

Supervision Received: Receives direction from the Sewer Superintendent.

Supervision Exercised: Direct reports include clerical office staff

Essential Job Functions:

- Compiles time cards, overtime sheets and verifies accuracy on checks on an ongoing basis.
- Prepares and submits 941 Federal quarterly tax form and CT employee tax form.
- Receive and review invoices for the Superintendent, obtains signatures. Assign account codes and prepare purchase orders, enter payables into accounting system and prints checks, give checks to superintendent for review and Chairman for signature. Audit and track petty cash and bank reconciliations.
- Receive and process all account receivables, tracking payment class and entering receipts into financial accounting systems. Check balances ensuring collection balances and accounting systems balance.
- Reviews and audits gallon usage, creates bills and connection fees.
- Responsible for fixed asset classification, depreciation schedule, and tracks all equipment. Creates and shares Fixed Asset report as required by the Superintendent.
- Enters depreciation information on monthly basis, balancing work in progress yearly.
- Track Bond payments and performance, identifying payments Town of New Milford has made against payments the Sewer Commission has paid. Report payments to Commission as requested.
- Assist with annual budget preparation, ensuring entries balance, meet with staff and Superintendent to discuss budget and present budget to the Commission.
- Completes application of connection, coordinates all paperwork for the construction/changes, fees
- Identifies and communicates requirements of connection, collects and connection fees.
- Coordinates customer escrow accounts including billing, deposits and balancing each escrow account.
- Leads all collection activities including tracking each delinquent account, sending delinquent notices, discuss with Chairman and Superintendent which accounts need to be sent to collections, track payments and make payment arrangements with tax payers.
- Process and report all Month and Year end close statements.

- Assist with recruitment of staff, develops and approves training, assist with discipline and termination procedures. Provide benefit information to staff and provide leadership for general questions.
- Prepare agenda for commission meetings; assist with agenda items as required by the Chairman and superintendent as requested.
- Prepare departmental quarterly report, treasury reports and other documentation as required.
- Performs related duties as required that are necessary and appropriate.

Knowledge, Skills, and Abilities:

- Demonstrated ability to apply the principals and practices of general ledger accounting
- Demonstrated ability to interpret and apply Town policies and procedures
- Demonstrated knowledge of and ability to comply with the statutory provisions applicable to the Sewer Plant.
- Demonstrated proficiency in personal computed based spreadsheets word processing and database software.
- Demonstrated ability to accurately balance budgets and accounts.
- Demonstrated ability to establish and maintain effective, cooperative and courteous working relationships with office staff, agencies of the State, the general public, and other departments of the Town.
- Demonstrated exceptional interpersonal skills; oral and written communication skills;
- Demonstrated ability to successfully hire staff, supervise others, direct work, manage performance, and establish priorities for staff.
- Demonstrated proficiency in mathematic skills.

Education, Training and Experience:

- Bachelor Degree in Business Administration, Public Administration, or related field preferred with 3 years relevant experience.
- 5 years relevant experience in office management or budget management.
- Minimum 2 years Supervisory experience.
- Experience with computer software required, Munis and Google mail a plus.
- May be required to travel within the State of Connecticut. Incumbents are required to possess and retain a valid Motor Vehicle Operator's license throughout employment.

Working Conditions, Physical and Mental Requirements: Occasionally may be exposed to inclement weather in carrying out property appraisal duties. Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. A physical examination may be required.

Frequency: Place an "X" in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY (O)				FREQUENTLY (F)				CONSTANTLY (C)				
0 % of Shift	1-33% of Shift				34-66% of Shift				67-100% of Shift				
Frequency:	N	O	F	C	Frequency:	N	O	F	C	N	O	F	C
Physical Demands:					Depth Perception								X
Standing		X			Color Distinction								X
Walking		X			Peripheral Vision								X
Sitting			X		Driving		X						
Lifting			X		Physical Strength:								
Carrying			X		Little Physical Effort (-10 lbs.)			X					
Pushing			X		Light Work (-20 lbs.)		X						
Pulling			X		Medium Work (20-50 lbs.)		X						
Climbing		X			Heavy Work (50-100 lbs.)		X						
Balancing		X			Very Heavy Work (100+ lbs.)		X						
Stooping		X			Environmental Conditions:								
Kneeling		X			Cold (50 degrees F or less)		X						
Crouching		X			Heat (90 degrees F or more)		X						
Crawling	X				Temperature Changes				X				
Reaching			X		Wetness		X						
Handling				X	Humidity		X						
Grasping			X		Extreme Noise or Vibration		X						
Twisting			X		Exposure to Chemicals		X						
Feeling			X		Exposure to Gases and Fumes		X						
Talking			X		Exposure to Unpleasant Odors		X						
Hearing				X	Exposure to bodily fluids		X						
Repetitive Motion				X	Exposure to dampness		X						
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area		X						
Visual Acuity/Near				X	Mechanical Hazards		X						
Visual Acuity/Far				X	Physical danger		X						

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of New Milford is an equal opportunity employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.