

Susquehanna County Conservation District Job Description

Title: **Business Manager**

Classification: **Full Time, Exempt**

Date: **November 2018**

PURPOSE:

The purpose of this position is to provide the day-to-day coordination, overall administration and supervision of Conservation District operations and activities in the office setting. The Business Manager will also facilitate the work of the Susquehanna County Conservation District (SCCD) Board of Directors in their governance and decision-making responsibilities.

The Business Manager is accountable directly to the SCCD Board of Directors. The Manager will provide bookkeeping, customer service, general clerical and administrative support in the Susquehanna County Conservation District Office.

The position involves extensive contact, both by phone and in person, with a variety of District customers and partners. The person in this position must have excellent communication skills, organizational skills and must be detail-oriented.

GOAL:

The goal of this position is to provide smooth and organized coordination of the daily financial administration and logistical needs of the District office in the execution of its programs and activities. In addition to advising the Board of Directors, the Business Manager will oversee and monitor all necessary functions to facilitate daily Conservation District operations, provide guidance and motivation to District personnel.

JOB DUTIES AND RESPONSIBILITIES

Business Manager: The Business Manager's responsibilities include the oversight and administration of various delegated agreements, grants and other conservation programs in which the SCCD participate. These responsibilities will:

- Provide daily office coverage include phone answering and acting as the main point of contact for visitors;
- Provide information and assistance; direct inquiries to appropriate personnel; record and convey messages;
- Function as recording secretary for the regular monthly District Board meeting; prepare official record of meetings; organize monthly meeting information; attend committee and other meetings as directed by the Board of Directors;
- In cooperation with the District Manager, supervise District staff, evaluate staff performance; participate in interviews and the selection process of hiring new employees; initiate personnel actions per the policy manual and Board approval;
- Approve work schedules, time sheets and trainings;
- Order, manage and maintain office supplies and equipment;
- Provide financial administrative support for District programs in cooperation with the District Manager;
- Organize and maintain District records and files; perform miscellaneous word processing, spreadsheet entries, photocopying and data entry tasks;
- Prepare, organize and distribute pertinent materials and reports for District Board meetings;
- Represent the District, possibly as a voting member with outside organizations in which we have membership; serve as a District spokesperson, as needed;
- Process mail; maintain mailing list databases;
- Update data, in cooperation with the District Manager, for Chapter 102, 105- and No-till programs;
- Review the personnel policy and job descriptions in cooperation with the District Manager and appropriate committees on a periodic basis to ensure it is in compliance with any federal, state, and local laws/regulations, as necessary;
- All other duties, as assigned by the Board.

The Business Manager Performs Financial Duties by:

- Tracking and posting accounts payable and receivable transactions;
- Reviewing invoices, bills, or other documents before entering into records;
- Following established procedures for processing receipts, cash, etc. and coding and allocating expenses;
- Preparing and making bank deposits; drafting payment checks;
- Developing monthly financial reports for monthly BOD meetings;
- Reconciling bank statements monthly;
- Completing tax reporting forms and providing support to accountant for annual financial audit;
- In coordination with the District Manager, prepare quarterly reimbursement forms for Cost Share programs and submit to the appropriate funding entity;
Assist with grant administration duties, including quarterly reporting, requests for reimbursement and grant-specific financial tracking;
- Administer Conservation District funds and accounts; prepare annual budget in coordination with the District Budget/Finance Committee; oversee the preparation of monthly, quarterly and annual financial summaries for the Board of Directors;
- Administer and /or process the planning, staffing, programming and finances for special projects and fund-raising events;
- Administer, in cooperation with the District Manager, the preparation of various forms, reports, correspondence, requisitions, mileage disbursements, purchase orders, disbursements, fee schedules, billing statements, budgets and/or budget allocation requests;
- Approve and process payroll and benefits; approve expenditures per budget; co-sign checks; plan for annual and long range utilization of funds; coordinate long term planning for capital improvements; authorize invoices for payment;
- Prepare end-of-year financial reports.

ADDITIONAL JOB FUNCTIONS:

- Assist, as needed, in the coordination of special projects, committee meetings and District events;
- Act as Right to Know Officer;
- Perform other duties as directed by the Board of Directors.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Skill in working with the public; ability to communicate effectively, both orally and in writing. Ability to listen and be objective;
- Ability to counsel, mediate, and resolve, which includes providing first line supervision;
- Ability to articulate clearly and address the public in a professional and polite manner;
- Ability to utilize data and information such as administrative procedures manuals, accounting methods
- Ability to operate computers; knowledge of computer word processing, database, spreadsheet and desktop publishing software;
- Ability to utilize advisory data and information such as financial statements, procedures, guidelines, non-routine correspondence, laws and regulations;
- Ability to utilize advisory data and information such as financial statements;
- Have the ability to perform mathematical calculations, including basic operations as well as proficiency with the calculation of fractions, decimals and percentages;
- Have the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against measurable criteria;
- Possess a valid State driver's license with the ability to safely operate a motor vehicle;
- Must be able to be able to pass a background check.

QUALIFICATIONS:

- Bachelor's Degree in administration and or financial management, accounting, or a related field and a minimum of four years of supervisory experience
- OR any equivalent combination of education, training and experience that provides equivalent knowledge, skills, and abilities

- It is essential that the business management experience has been acquired either through formal education or experience, but preferably by a combination of both
- Proficient in (Microsoft Office) word processing, spreadsheet, database and financial management software (QuickBooks)

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties as requested by the SCCD Board of Directors.

SCCD is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the SCCD will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.