

## OFFICE MANAGER

### Reports to:

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Manistee County Transportation, Inc. General Manager

### Work Schedule:

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Full time – Salary Position – 40 hours/week

### Fair Labor Standards Act Status:

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Exempt

### Description of Position:

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The Office Manager will accurately and proficiently perform all bookkeeping and accounting functions under Federal and State accounting methods and procedures. Responsibilities include all accounting, payroll, personnel records, fringe benefits, and purchasing of supplies. Prepares monthly, quarterly, and all other financial reports.

### Essential Functions:

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- Counts cash and makes bank deposits.
- Maintains accounting excel spreadsheets, monthly ridership reports, and performance reports.
- Maintain and be responsible for the integrity of the employee payroll operations and data processing systems, including background checks.
- Maintain fringe benefits and employee financial status reports, along with assisting with any HR problems or questions.
- Process payroll, payment of bills through accounts payable, Invoice ridership contracts through accounts receivable and journal entries complying with MDOT Revenue and Expense Manual.
- Maintains seniority lists, personnel files, files on procedures and assets.
- Prepare and file all monthly, quarterly and annual tax reports.
- Reconciles all MCTI bank statements monthly.

- Maintain records of all time off.
- Serve as MCTI Drug, Alcohol and Over-the –Counter Medication Policy Designated Employee Representative (DER), and all reporting and testing requirements according to MDOT and FTA compliance. In cases of accidents, follows FTA checklist.
- Prepares annual audit.
- Prepare materials presented at the Board of Directors meeting.
- Maintains and distributes Employee Handbook and all other yearly handouts at time of hiring or ongoing as required.
- Prepares and submits accident reports and workers compensation reports.
- Oversee grant expenditures and complete requisite financial and status reporting.
- Maintains monthly fuel consumption and mileage reports.
- Orders office supplies and materials.
- Keeps familiar with MCTI union contract and all other policies.
- Notifies General Manager of cash levels and investment requirements.
- Handles troubleshooting for copy machine and phone system, including phone message changes.
- Regular and exclusive assistant to the General Manager.

## **Standards and Qualifications:**

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### ***Education and Experience***

Must have graduated from an accredited high school or equivalent and having achieved an Associate's degree in accounting/Bookkeeping or Secretarial Sciences; or any equivalent combination of education, experience and training that provides the required knowledge and abilities to do the job.

The successful applicant's will possess a clear criminal record other than minor traffic violations and shall maintain that record as such as a condition of employment.

## **Knowledge and Skill Requirements:**

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### ***Knowledge***

- Knowledge of mathematical/statistical analysis methods of financial reporting and projections.
- Knowledge of MCTI policies, Union contract, and procedures of both.

- Knowledge of general ledger accounting, payroll, reporting and record keeping, accounts receivable and accounts payable systems.
- Knowledge of Federal and State Grant aid program accounting systems.
- Knowledge of standard office equipment including the personal computer and have understanding of various and specialized software and printers.

### ***Skills***

- Provide guidance and leadership of operations in the absences of the General Manager and/or Operations Manager.
- Must be able to handle multiple interruptions and adjustments to priorities throughout the day.
- Must be able to communicate effectively with diverse, and sometimes irate, individuals and to calmly and efficiently react to situations ranging from routine to emergency.
- Maintain confidentiality.

### **Physical job Requirements:**

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- Must be able to stand and/or sit continuously to perform job functions.
- Must be able to physically stand, bend, stoop, kneel, reach, twist, lift, push, pull, climb steps, or crouch.
- Must be able to lift up to 25 pounds.
- Visual acuity corrected to perform job functions.

### **Other Job Requirements:**

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- Attend all employee meetings.
- Attend seminars, training and meetings as required by the General Manager.

### **Environmental Conditions**

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Will be subject to inside environmental conditions

### **Acknowledgement:**

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*I acknowledge that I have read the Job Description, and I understand what will be expected of me. I further acknowledge that the above statements are intended to describe the general nature and level of work being performed by people assigned to this job and that they are not intended to be an exhaustive list of all responsibilities, duties, skills, or working conditions. I also understand that I am an AT-WILL employee of Manistee County Transportation, Inc. And that this Job Description does not constitute a contract of employment.*

*Applicant*

*Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_