

Carroll County Solid Waste Management Commission

1-27-2025

Position Title: Office Manager

Reports to: Director

Work Schedule: Monday through Friday 7:30-4:00 p.m. with an occasional Saturday morning (8:00-11:00 a.m.). Lunch break is one half hour. Additional breaks away from the office will not be taken on a regular basis as the scale always needs to be staffed.

Skills Required: The prospective candidate shall have a minimum of an associate's degree in accounting or related field, with 3 to 5 years of experience or an exceptional work history in the accounting field. Must be able to multi-task, be bondable, proficient in Word, Excel and QuickBooks and have exceptional customer service skills. Must be able to learn and operate the scale software.

Timeline: Applications will be accepted through **February 5, 2025, at 4:00 P.M.** and interviews will be conducted soon after application deadline.

Duties:

1. Accounting (Accounts Receivable and Accounts Payable)
 - a. Oversee income and expenditures, pay bills, prepare monthly statements, and reconcile checking and savings accounts, prepare monthly financial statements and budget comparisons.
 - b. Prepare payroll; provide monthly, quarterly, and annual reports and tax filings.
 - c. Prepare and send out assessment billings.
 - d. Track Commission investments.
 - e. Prepare for and assist in the annual audit.
2. Scale & Desk Duties
 - a. Weigh all traffic and assist customers at the door and on the telephone.
 - b. Prepare DNR tonnage fee reports and payments.
 - c. Acquire knowledge of landfill rules and regulations.
3. General Record Keeping
 - a. Assist in preparation for Commission meetings.
 - b. Maintain all payroll and general office files.
 - c. Order office supplies as needed.
 - d. Maintain and update inventory list.
 - e. Maintain employee vacation/sick leave log.
 - f. Maintain and update OSHA logs.

4. Other

- a. Computer operator:
 - Design and implement innovative programs
 - Data entry
- b. Cooperate in general planning and problem-solving efforts.
- c. Must have excellent telephone skills and interpersonal communication skills.
- d. Must have education and experience in accounting practices and principles.
- e. Complete confidentiality is necessary.
- f. Responsible for other duties as assigned.

Wage and Benefits:

Salary range is \$50,000 to \$58,000 depending on qualifications. Payroll is semi-monthly. Following successful completion of a six-month probationary period, a salary adjustment will be considered. Benefits include retirement benefits (IPERS), paid holidays, health and dental insurance, life insurance and vacation.

Application Information:

Please submit cover letter, resume, completed application form and any applicable examples of experience or skills to:

Mary Wittry, Director
Carroll County Solid Waste Management Commission
2077 Industrial Park Road
Carroll, IA 51401