

POSITION DESCRIPTION

POSITION:	OFFICE MANAGER	LICENSED: No
DEPARTMENT:	Bay Mills Public Works; Utilities Climate Control; Maintenance	GRADE: 11
REPORTS TO:	Public Works Director	STATUS: Non-Exempt

POSITION SUMMARY:

This position is responsible for the complete office support for the Public Works and Bay Mills Utility Authority as well as support roles in Climate Control and Maintenance Departments. This person will also do all accounts receivable, accounts payable, reconciliations, and communication for billing for the Utility Authority with customers and other tribal entities.

ESSENTIAL FUNCTIONS:

1. Schedules appointments, gives information to callers, takes dictation, and otherwise relieves the Public Works department of clerical work and minor administrative and business detail.
2. Reads and routes incoming mail.
3. Answers telephone and gives information to callers or routes call to appropriate official and places outgoing calls.
4. Greets visitors ascertains nature of the business, and conducts visitors to an employer or appropriate person.
5. May compile and type statistical reports using computer software.
6. Maintains organizational files and records.
7. Receipt in payments, and custodian of petty cash fund.
8. Performs other miscellaneous work as assigned by the Public Works Director.
9. Responsible for the billing of all customers on the Bay Mills Water Line and Sewer or Sand filtration system.
10. Responsible for receipt of all payments from customers and balancing payments and receipts to do a weekly bank deposit.
11. Responsible for collection of all accounts due. Must ensure customers are paying or take appropriate action.
12. Handles all correspondence required for the Bay Mills Utility Authority to its customers.
13. Work and coordinate activities and communication with ITC, EPA, and Bay Mills Utility Operator.
14. Work with Water Software programmer to update and correct any problems with the billing system.
15. Other duties may be assigned within the scope and complexity of this position's essential functions.

16. Must attend all mandatory trainings offered through the Human Resources Department and/or Department Director.

PHYSICAL REQUIREMENTS:

While performing the duties of this job, the employee is regularly required to sit with occasional walking and standing. Occasionally the employee must bend, squat, crouch, balance, climb a height of 2ft, reach above shoulder level, kneel, and push/pull. The employee must occasionally lift and/or move up to 10 pounds. The employee must be able to use both hands for repetitive action such as firm grasping

POSITION REQUIREMENTS:

1. High School Diploma or equivalent.
2. Working knowledge of general office practice and accepted accounting principles.
3. Strongly organized person with strong typing skills and excellent interpersonal skills.
4. Must possess a personable, customer service attitude along with organizational ability to handle multiple tasks simultaneously.
5. Excellent communication skills are required.
6. Must be proficient with Microsoft Office specifically in Excel.
7. Responsible for the security and confidentiality of work-related materials and for the confidentiality in the communication of all work-related matters.
8. Must have an excellent past work record.
9. To perform this position successfully, an individual must be able to satisfactorily perform each function listed under the essential functions and physical demands categories of this position description.

PREFERENCE: Preference will be given to those of Native American descent.

CLOSING DATE: August 16, 2022 at 4:30pm

APPLY TO: Please email application and resume to Erin Forrester, HR Generalist at eforrester@baymills.org
Subject: Office Manager

*Applications can be found at www.baymills.org under "employment opportunities"