

LITTLE BLUE NATURAL RESOURCES DISTRICT JOB DESCRIPTION

JOB TITLE: OFFICE & FINANCE COORDINATOR

SUPERVISOR: GENERAL MANAGER

DATE: September 1, 2024

The Office & Finance Coordinator (OFC) is a full-time position with the Little Blue Natural Resources District and operates from the NRD headquarters in Davenport, Nebraska. The position qualifies as “non-exempt” status as defined in the Federal Fair Labor Standards Act. The OFC is directly accountable to the General Manager (GM).

SPECIFIC RESPONSIBILITIES:

1. Serve as the District’s primary point of contact with HBE Accounting.
2. Receive, sort and record account payable transactions. Route invoices to appropriate personnel for review and account coding. Scan and electronically send coded bills to HBE Accounting for processing.
3. Oversee account receivable transactions processed by the Administrative Assistant.
4. On a day-to-day basis, manage human resource (HR) duties to include onboarding new employees, coordinating the employee health insurance and benefits program, maintaining personnel records and reviewing timesheets for accuracy.
5. On a monthly basis, provide employee payroll information to HBE Accounting for processing.
6. Assist with preparation of annual budget and submittal of state budget forms and reports.
7. Organize and provide financial documents to HBE Accounting for the annual audit.
8. Manage the property and liability insurance program for the district and rural water project.
9. Advertise for, attend and take minutes at District Board of Director meetings and prepare written copies for distribution to the board and public.

10. Supervise the Administrative Assistant.
11. Typing and word processing to include preparing correspondence, typing reports, preparing office documents, forms and contracts, as necessary.
12. Other duties as assigned by the General Manager.

KNOWLEDGE AND PERSONAL SKILLS: Individual skills considered important for this position include, but are not limited to:

1. A pleasant personality, good phone mannerisms, an ability to work professionally and effectively with the Board, staff, the public, or other agency and organization personnel. Ability to establish and maintain positive relations with district constituents, cooperating agencies and groups.
2. Ability to read, skills in hearing, listening, speech, and conveying thoughts accurately, good skills in spelling and language usage are required to communicate effectively, both orally and for written communications and correspondence.
3. Good organizational skills, proficiency and accuracy in record keeping and filing, both for hard files and computer files.
4. Good understanding and application of accounting principles and procedures, and precision and accuracy in bookkeeping activities.
5. Have experience and proficiency with computers, computer software and other office equipment.
6. A self-starter with ability to work independently and to make prudent and timely decisions for effective operation of the office, and a desire to help bring about actual accomplishments quickly, effectively and efficiently.

ELIGIBILITY DETERMINATION - EDUCATION & EXPERIENCE - Any combination of education, experience, and personal characteristics may be considered to determine the eligibility for this position. Experience and desirable characteristics may be substituted for education at the discretion of the General Manager.

Education: The education requirement to qualify for this position is an Associate's degree from an accredited college with emphasis in accounting, bookkeeping, business or office management.

Experience: At least two years of satisfactory employment with an agency or organization, where bookkeeping and secretarial duties are experienced, is desirable. Proficient computer operation and bookkeeping experience are required. Knowledge and expertise in operating Microsoft Word, Excel, Access and Publisher would be most beneficial.

COMPENSATION

1. This is a full-time position of 40 hours per week with a starting salary based on education, experience and personal characteristics.
2. The District pays 100% of the cost of medical, dental and vision insurance for the employee and 60% of the cost for family insurance.
3. The District provides a mandatory retirement plan which is available after six (6) months of employment. The employee is required to contribute 6.5% of their monthly salary and the District will provide a 7.0% match. (Effective 1/1/25)
4. Holidays, sick leave and vacation leave are outlined in the District's Personnel Policy.