

SOLID WASTE SPECIAL SERVICE DISTRICT #1 DBA CANYONLANDS SOLID WASTE AUTHORITY (CSWA)

POSITION CLASSIFICATION JOB DESCRIPTION

ADMINISTRATIVE DIRECTOR

Duty:	Permanent, Full-Time	Position:	Salary-Exempt
Wages:	\$65,000 to \$70,000 per annum, DOE and Qualifications	Benefits:	Health, Vision, Dental, & Life Insurance (District funded), HSA Contributions, Utah Retirement System Contributions, & Vacation and Sick Leave Accruals

This position reports directly to the District Executive Director and performs administrative, bookkeeping, payroll, secretarial, and human resources/personnel duties for the District. The long-term success of this position will include on-the-job training, including annual professional training to acquire and maintain current knowledge of Generally Accepted Accounting Principles (GAAP), Utah Transparency Requirements, and other relevant items related to the duties, tasks, and responsibilities of the Administrative Director position.

Essential Functions:

1. Perform Bookkeeping, Finance, and Accounting Duties

- a. Maintain accurate, organized, and timely records of all District transactions, invoices, payments, and deposits in physical and electronic formats, including the District's accounting software (i.e., QuickBooks Enterprise).
- b. Maintain complete, up-to-date computer records of waste material received by type of material, tires received and processed/shipped, recycled materials by commodity type, received, processed and shipped (including destination(s)).
- c. Compile and maintain records of all business transactions and office activities, keep all receiving and disbursing accounts of the District, pre-audit all claims against the District before they are processed for payment, pay all bills by printing checks or Electronic Fund Transfer documentation and submit to District Clerk (DC) and Executive (ED) before facilitating final signature/approval by Administrative Control Board (ACB) members.
- d. Accurately prepare and track monthly Accounts Payable bills for vendors and Accounts Receivable (invoices) for charge account customers.
- e. Ensure all liabilities against the District are accurately tracked, maintained, and paid on time.
- f. Prepare payments and backup documentation for Accounts Payable invoices received by District vendors, contractors, and suppliers.
- g. Maintain, track, and correlate District purchase orders to outgoing payments.
- h. Complete monthly reconciliations of the District's financial operating and investment accounts.
- i. Maintain and balance District petty cash fund(s).
- j. Prepare State, Utah Sales and Federal tax, including payroll, quarterly, year-end tax reports and Vendor/ Independent contractor 1099's.
- k. Prepare and post all required financial data for the Utah Office of the State Auditor as required for budget, annual reports, profit and loss statements, balance sheets, audits, and other related items.
- l. Maintain insurance accounts with Utah Local Government Trust or similar organizations as contracted by the District.
- m. Apply GAAP and Utah Local Government Trust Audit principles in all accounting activities.

2. Support Human Resources Functions & Maintain Personnel Records

- a. Maintain strict confidentiality in the recordkeeping and protection of personnel files and personal identifiable information in accordance with the Health Insurance Portability and Accountability Act (HIPAA), District policies and procedures, and all other relevant rules and regulations.
- b. Provide orientation to new staff members and ensure all required paperwork, documentation, vaccinations, and medical clearances are obtained, tracked, and maintained in District records.
- c. Assist Employees with Benefit information/application, enrollment, and ensure benefits elections are active and complete.
- d. Maintain comprehensive employee records and applicable personnel files in accordance with Item 2a.

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- e. Manage payroll activities, ensure all employee information, benefits, accruals, retirement, and HSA contributions, and deductions are timely and accurate.
 - f. Post new-hire information to appropriate state and/or federal agencies (e.g. Utah Retirement System, Payroll System, Employee Navigator, etc.).
 - g. Manage employee benefits, garnishments, and all workman's comp claims.
 - h. Maintain comprehensive records of District community service workers and volunteer laborers.
- 3. Manage Office and District Records**
- a. File documents and maintain comprehensive records and archival files and materials in physical and electronic format.
 - b. Assist in answering phone calls during office hours and provide courteous, professional, and accurate information to callers; welcome and direct office visitors.
 - c. Insure that all mail received is opened and distributed/filed correctly.
 - d. Manage and maintain a comprehensive inventory control system of all Real and Personal Property owned, rented, and operated by the District.
- 4. Support the Executive Director (ED) and Operations Director (OD)**
- a. Support the preparation, planning, and execution of all ACB meetings.
 - b. Post ACB meeting agendas in all required locations (physical and electronic) and review draft ACB meeting minutes.
 - c. Support the preparation of and post Resolutions and Policies in District Resolution and Policy Book.
 - d. Develop financial and other reports to support ACB meetings.
- 5. Provide Ongoing Assistance to the Executive Director for Routine and Non-Routine District Activities**
- a. Assist in the preparation of budgets and provide budgetary information to the appropriate State entities.
 - b. Support the Operations Director with the preparation and submittal of reports and payments for the Utah Department of Environmental Quality (UDEQ).
 - c. Prepare and present financial reports and monthly itemized disbursement reports as requested.
 - d. Purchase supplies, as necessary, in accordance with established District policies and procedures.
 - e. Assist in the development and solicitations of requests for proposals, bids, and quotes, including tracking and documenting receipts, openings, and notifications.
 - f. Support the development and submittal of newspaper articles, press releases, and presentations.
 - g. Assist in reviewing, updating, and scheduling reviews of District operations and safety plans, forms, procedures, and policies.
- 6. Other Duties and Expectations**
- a. Attend ACB meetings and present information on expenditures and other financial data.
 - b. Insure that ACB meeting information is posted on Utah Public website, and at each facility office as well as provide the information to the District web manager for posting to our website.
 - c. Ensure that the District Clerk is posting approved board meeting minutes on the www.swssd1.org website along with any notices of closures, holidays, ect.
 - d. Support the District Facilities Supervisor and Program Manager with information requests, documentation needs, maintenance records, and financial data.
 - e. Assist with the preparation of bills of lading (BOLs) and batch logs, as needed.
 - f. Maintain knowledge of regional waste management entities and operations.
 - g. Obtain and distribute information on the solid waste industry, including relevant laws and regulations, and issues related to the industry.
 - h. Oversee and Manage Customer Service Representatives, Program Manager and Administrative Assistant/Bookkeeper. Provide guidance and training where needed.
 - i. Provide assistance with customer communications, feedback and complaints.
 - j. Review customer invoicing, vendor billing and payroll
 - k. Other administrative type activities, sometimes referred to as other duties, as assigned by the Executive Director.

MINIMUM QUALIFICATIONS

1. Knowledge & Demonstrated Skills
 - a. Demonstrated proficiency in the use and application of QuickBooks Pro/Enterprise and/or other Accounting software.
 - b. Advanced computer skills in a Microsoft™ Windows environment to include Microsoft Office Suite word processing, data-mining, statistical data analysis, pivot charts, graphs, presentation slides, data entry, and ten key operations (for database entry), including demonstrated proficiency in Microsoft Excel, Word, Outlook, and PowerPoint.
 - c. Operating office equipment such as computer, electronic calculator, printers, and copying machines, at a minimum.
 - d. Demonstrated knowledge of Generally Accepted Accounting Principles (GAAP).
 - e. Administering Business and/or Public entities, including large budgets (in excess of \$500,000).
 - f. Methods of interaction with the public as well as public Boards, Commissioners, or Councils.
 - g. Ability to perform basic math computations such as calculating and converting cubic yards, tonnages, gallons, etc., and determining correct charges with rounding.
 - h. Fundamental accounting/full-charge bookkeeping knowledge according to GAAP principles.
 - i. Demonstrated ability to work independently under limited supervision.
 - j. Demonstrated organizational skills to manage records, time, and personnel.
 - k. Demonstrated ability of an acute attention to detail.
 - l. Ability to quickly learn and retain new information, concepts, and skills.
 - m. Training in or the ability to obtain and maintain First Aid and Cardio-Pulmonary Resuscitation (CPR) certification.
2. Education
 - a. Minimum two-year technical degree in business administration, public administration, accounting, or a related field with a minimum of three years of relevant experience.
 - b. Seven years of relevant experience in bookkeeping, accounting, and administrative duties may be used in lieu of education.

ENVIRONMENTAL FACTORS

- Work conditions are typically in an office setting but may include limited work in an industrial warehouse and/or construction type setting and includes standing and walking on level and uneven surfaces, twisting, sitting, climbing stairs and/or ladders, bending, pushing, pulling, crouching, reaching, bending and crawling, grasping, dragging, lifting and carrying items weighing 40 pounds or more. Worker may be exposed to varying weather conditions, noise levels, dust levels, construction environment, disease, potentially hazardous or toxic waste, especially dust and odors, or related items that may be in municipal solid waste or mechanical hazards associated with an open automotive shop environment.
- Requires meeting the physical requirements of the position and have mobility, hearing, sense of smell, visual acuity, and dexterity levels appropriate to the duties to be performed.
- Exposure to municipal solid waste (garbage), construction/demolition debris, recyclable materials, and other trash, including potential or actual hazardous materials, is an essential part of the job duties when individual is at the landfill or recycle center.

MANDATORY PROGRAM PARTICIPATION

- This position requires use of safety and personal protective equipment (PPE) if the individual is at the landfill or recycling center operational area, after training.
- This position requires participation in the District's Drug and Alcohol-Free Workplace Program Policy.

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TO APPLY

- Submit a completed SWSSD1 Employment Application (downloadable at <https://swssd1.org/careers/>), resume, and cover letter at the District's office or via email to swssd1@swssd1.org. Position will remain open until filled.

USE OF THIS JOB DESCRIPTION

THIS JOB DESCRIPTION DOES NOT CONSTITUTE AN EMPLOYMENT AGREEMENT BETWEEN THE DISTRICT AND THE INCUMBENT IN THE POSITION.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time. Solid Waste Special Service District is an EEO/ADA employer.

Received by: _____ Date: _____

Print Name: _____