

**CITY OF WHEELER
JOB DESCRIPTION
OFFICE MANAGER**

Description

Wheeler's office manager is often the first point of contact for citizens, vendors and other agencies. The manager must be both detail oriented and accurate, yet flexible and diplomatic. The job's tasks span accounting, payroll, land use and assisting with public works maintenance. It requires close teamwork, to optimize resources and serve the community effectively.

Professional Qualities

- Honest, trustworthy, reliable, flexible, organized and detail oriented.
- Can schedule and prioritize work without supervision.
- Can work with interruptions and meet deadlines.
- Can cooperate and collaborate with co-workers, City Council, the Planning Commission, City committees and representatives of other governmental agencies.
- Diplomatic and patient in challenging interactions; can defuse conflict and find solutions.
- Can attend out-of-town meetings and trainings.
- Positive and proactive.
- Strong written and verbal communication.
- Proficient with standard office hardware and software.

Tasks

Daily

- Answer the phone and emails.
- Pick up and process the USPS mail.
- Process accounts payable and receivable, from the mail and in office.
- Run virus scans on office computer.

Ongoing

- Interact with citizens and other public agencies by phone, email, U.S. mail or at the counter.
- Assist the City Manager and Public Works staff.
- File documents.
- Process applications for various kinds of permits.
- Process applications for activities requiring Planning Commission approval.
- Assist the City Manager with policies and procedures.
- Order or purchase office supplies.
- Go to county court house to file documents or make payments.
- Assist public works with parks and bathrooms.
- Assist city manager with special projects.
- Back up payroll, water billing and data files.

Weekly

- Prepare and make the bank deposit.

Monthly

- Complete month-end accounting and other transactions.
- Balance check register and LGIP statement.
- Update the general ledger.
- Process payroll.
- Prepare financial reports for Council meeting.
- Prepare resolutions to adjust the budget if necessary.
- Process federal tax payments and PERS contribution payments over the Internet.
- Update vacation and sick time records.
- Attend City Council meetings and prepare minutes.

Semi-Monthly

- Prepare water bills the first of the odd-numbered months.

Quarterly

- File federal withholding tax form 941.
- File Oregon Dept. of Revenue withholding/unemployment/workers compensation forms.

Semi-Annually

- Prepare the Marine State Board (MAP) grant report.
- Assist City Manager with Councilor election materials.

July (start of the fiscal year),

- Set up new fiscal year ledgers, payables and receivables, manual file folders and computer folders.

August

- Complete information for CIS workers' compensation audit.
- Prepare box of records for the auditor.
- August or September; assist the auditor during his field visit.

September: Send final invoices to local improvement district (LID) members.

November/December: Verify PERS records for annual reporting.

January

- Prepare LID statements.
- Set up new calendar year files and records.
- Issue W2 and 1099 forms for employees and others.
- Issue 1098 forms for members of the LID.

Spring

- Attend CIS meetings about health insurance.
- File paper work for annual insurance.

April/May

- Prepare the first draft of the budget for the City Manager to review with staff
- Publish the required legal ads for the budget
- Attend Budget Committee meeting(s) and prepare minutes
- Prepare fixed asset reports.

June

- Send out business license renewal notices
- Send preliminary invoices to LID members

Pay Scale and Benefits:

Pay depending on experience

Benefits: Major Medical Dental/Vision, AD&D, Life Insurance, Paid Vacation, Sick Time, and Holidays. The City belongs to the Oregon Public Employee Retirement System. The employee contributes his/her monthly share.

The City of Wheeler is an Equal Opportunity Employer.