



MONROE COUNTY

FLORIDA

LAND AUTHORITY

Job Description

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Job Title: Office Manager
Department: Land Authority
Pay Grade: 312
FLSA Status: Exempt

JOB SUMMARY

This position performs professional level administrative, accounting and assists in audit functions in the service of the Executive Director and Land Authority of Monroe County, FL.

ESSENTIAL JOB FUNCTIONS

1. Maintains financial records in various spreadsheet formats. Reviews and processes office accounting functions including accounts payable and accounts receivable. Reconciles general ledger accounts and bank accounts.
2. Manages and monitors multiple bank accounts in compliance with Land Authority policies. Keeps repository information up to date.
3. Provides audit detail to and coordinates with accountants preparing monthly financial statements.
4. Reviews and proofreads monthly financial statements.
5. Assembles and verifies the accuracy of audit detail on a monthly basis in preparation for the annual audit. Prepares spreadsheets and coordinates with auditors and accountants preparing the annual audit. Reviews and proofreads annual audit report. Shares joint responsibility with Executive Director for financial content in annual audit.
6. Processes payroll and maintains records including tax deposits, retirement contributions, vacation leave payout, and sick leave payout.
7. Maintains equipment inventory.
8. Assists the Executive Director in preparing the annual budget.
9. Governing Board and Advisory Committee meetings: Develops agenda items, provides required public notices, attends meetings, records minutes, and assists the Executive Director during meetings.

10. Advisory Committee meetings: schedules meetings, reserves meeting rooms, transports and sets up recording equipment and meeting room as needed and prepares meeting minutes.
11. Responsible for obtaining and maintaining permanent records of Governing Board and Advisory Committee meetings.
12. Assists in preparation of meeting materials which includes preparing, reproducing, and assembling agenda packets on deadlines.
13. Operates a computer. Composes correspondence, spreadsheets, and assists the Executive Director in preparing reports.
14. Assists the Executive Director in maintaining office calendar, scheduling appointments, making travel arrangements, tracking appointment terms of Advisory Committee members, and various other duties as requested.
15. Manages office, orders office supplies and equipment, ensures office equipment is in working order, and ensures office is clean.
16. Serves as Land Authority's Records Custodian for Florida Department of State.
17. Serves as Land Authority's Coordinator for the Florida Retirement System.
18. Serves as office receptionist and interacts with the public in a professional and diplomatic manner.
19. Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree required. The combination of an associate degree and experience may substitute for the formal education requirement or 10+ years of related experience may substitute for the formal education requirement. 5 years minimum prior related work experience.

Special Qualifications:

Notary Public (not a pre-requisite)
Valid Florida Driver's License and Car

Knowledge, Skills and Abilities:

- Ability to work from a general outline of duties and responsibilities; Other employees assist in completing work.
- Ability to perform entry-level professional work including basic data analysis and synthesis, report creation, process performance, and regulatory or compliance activities.
- Knowledge of statistics, operations analysis, and forecasting.
- Ability to work in a responsive environment where co-workers or citizens bring problems for resolution.
- Ability to determine problems and create an individual solution for the issue.
- Ability to work with less than ten co-workers who are mostly engaged in the same activities.

PHYSICAL DEMANDS

The work sedentary work, which includes exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Hearing 1: Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.
- Mental Acuity: Ability to make rational decisions through sound logic and deductive processes.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Talking 1: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Visual Acuity 1: Have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; and/or extensive reading.

WORK ENVIRONMENT

Work is performed in a dynamic environment that requires me to be sensitive to change and responsive to changing goals, priorities, and needs.

Monroe County Land Authority has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

Employee Signature

Date



Executive Director of Monroe County Land Authority Signature



Date

E.O.E. *Monroe County Land Authority does not discriminate on the basis of race, color, national origin, gender, religion, age, disability or military service in employment or the provision of services.*