

SCOPE

The Business Manager position reports Directly to the Board of Directors and is responsible for providing billing, collection and clerical services of the Washington-East Washington Joint Authority. This position is responsible for providing administrative and clerical services in order to ensure effective and efficient administrative operations and must comply with Authority policies and procedures as well as serving as Human Resources. Business Manager is responsible to monitor operations to ensure these functions are performed in accordance with current applicable federal, state, and local standards, guidelines and regulations.

RESPONSIBILITIES

- Conducts special work assignments and reviews work produced to ensure quality standards are met.
- Learn policies, procedures and computer systems
- Document all billing office activities
- Prepares data for delinquent collections and liens
- Monitors and facilitates the collection of delinquent accounts by billing and collection
- Prepares records for audit and assists auditors during the annual audit

- Oversee and provide support for:
 - Preparation of invoices for customers on a monthly basis
 - Provide information for input into General Ledger accounts
 - Responsible for Accounts Receivable, including:
 - Billing and collections and all reports prepared
 - Verifies and records deposits and transfers
 - Issues customer refunds Customer Service
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- Identifies legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are complying.
- Keeps records of benefits plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Advises management in appropriate resolution of employee relations issues.
- Responds to inquiries regarding policies, procedures, and programs.
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General Office Responsibilities

- Perform clerical duties
- Maintains Inventory of office supplies
- Prepares Board meeting documentation including agenda
- Stays current with office automation trends and recommends system or software upgrades when appropriate
- Data archiving and data retrieval
- Other duties as assigned

Benefits Management

- Plans and directs implementation of employee benefit programs such as health insurance, disability insurance, life insurance, worker's compensation, 457 and credit union membership.
- Prepares and communicates information and former employees about benefit programs, procedures, changes, and government-mandated disclosures.
- Analyzes and evaluates services, coverage, and options available through insurance companies to determine programs best meeting the needs of the company.
- Provides services to employees to answer benefit questions, resolve problems related to benefits, and process enrollment forms and changes.
- Maintains employee benefits data.

Labor Relations Management

- Analyzes collective bargaining agreement and develops interpretation of intent, spirit, and terms of contract relative to the application of labor relations policies and practices.
- Assist Board representative in meetings with union officials and supervisors to investigate and resolve grievances.
- Verifies adherence to terms of labor contract by monitoring day-to-day implementation of policies concerning wages, hours and working conditions.
- Assist Board representative in labor contract negotiations or serve as resource to negotiators providing information on provisions of current contract and significance of proposed changes.

Payroll

- Compiles payroll data, reviews wages changes for employees to update master payroll records.
- Prepares and submits periodic reports of earnings, benefits, and union dues to management.

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- Full Time position (37.5 hours per week)
- Familiarity with billing software packages
- Excellent benefit package

Benefits:

- 457
- Dental insurance
- Health insurance
- Paid time off
- Vision insurance

Schedule:

- 7.5 hour shift
- Day shift
- Monday to Friday

Experience:

- Quickbooks
- Microsoft Office: 5 years (Preferred)
- Administrative experience: 5 years (Preferred)
- All candidates must pass pre-employment screening and Pa. Criminal Background in accordance with the Pa.