

Office Supervisor – The Mattabassett District

The Mattabassett District
245 Main Street
Cromwell, CT 06416

Summary:

The Mattabassett District is looking for an Office Supervisor who will be responsible for the supervision and management of the District's Administration, Secretarial, and Bookkeeping personnel in the performance of their functions and duties. A Local Area Network (LAN) Administrator.

Essential Functions:

- Performs administrative tasks and supervisory responsibilities for clerical, bookkeeping and other employees as assigned with an emphasis on administrative activities requiring an advanced level of accountability, problem solving and interpersonal contacts.
- Acts as a liaison to the general public and a wide variety of people regarding administrative policy and procedures.
- Coordinates and oversees general office business functions performing a wide range of supervisory responsibilities such as planning, organizing and coordinating office workflow; determines priorities; recommends staffing changes and assists in recruitment, interviewing and selection of office personnel; conducts performance evaluations.
- Provides training and technical assistance to office staff
- Advises employees on personnel policies and procedures.
- Maintains a variety of administrative records including billings, benefits, personnel attendance, and purchasing, etc.
- Compose, formats and types a full range of correspondence, reports, bills, etc. on financial matters, employee records and benefits, etc.
- Manages the maintaining of and/or maintains employee payroll, tax, retirement, attendance, fringe benefits, workers compensation and unemployment records.
- Prepares payroll and other related records. Processes benefit information for employees and manages employee benefit issues. Handles confidential information.
- Acts for Executive Director by interpreting established policies and procedures, etc.; by relieving Executive Director of as much administrative detail as possible.
- Acts for and regularly makes administrative decisions in Executive Director's absence (within prescribed limits of authority).
- Screens letters, memos, reports and other materials to determine action required.
- Authorizes Administrative purchases (within prescribed limits of authority); organizes and maintains files (including confidential files).
- As Local Area Network (LAN) Administrator; adds new users, troubleshoots network usage and peripheral issues.
- Supports Help Desk Analysts, resolves LAN connectivity issues, and manages/maintains LAN and Internet connections.

- Manages/Maintains telephone system and interface with LAN, Government Emergency Telecommunications Services (GETS) with/for Homeland Security.
- Maintains Disaster Recovery Plan and coordination with respective agencies.

Knowledge, Skills, and Abilities:

- Considerable knowledge of office administration and management.
- Familiarity with standard office procedures and practices.
- Considerable knowledge of business communications.
- Good knowledge of standard accounting and bookkeeping practices.
- Ability to compose reports, memos, letters, and other correspondence.
- Good knowledge of business mathematics.
- Good ability to maintain administrative records.
- Good ability to follow oral and written instructions.
- Good ability to operate office equipment, which includes personal computers and other electronic equipment.
- Good ability to utilize spreadsheets, accounting and *office suite* software.
- Thorough ability to maintain confidential information.
- Must work independently and with direction.
- Intermediate to advanced knowledge of Office 365 Suite (Excel, PowerPoint, Word, Outlook)
- Ability to prioritize workload and meet strict deadlines.
- Works directly with or develops confidential information, which requires regular use of discretion.
- Outstanding interpersonal and decision-making skills.

Education, Qualifications, and Experience:

- A Bachelor's Degree from a recognized college or university in business, accounting or a related field;
OR,
- Associate's Degree in business, accounting or a related field plus two years of responsible accounting or bookkeeping experience;
OR,
- Any combination of training and experience which provides a demonstrated ability to perform the duties of the position.

Job Type: Full-time Monday to Friday 7:00 am – 3:30 pm

Pay: \$64,412.00 - \$86,555.00 per year

Benefits:

- Medical, Dental and Vision insurance
- Health savings account
- Life insurance
- Short-Term Disability Insurance
- Paid vacation, sick time and holidays
- Retirement Plan
- 457 Plan