

Office Manager – Full-Time

Colorado River Sewage System Joint Venture (CRSSJV)

Location: Parker, Arizona

Employment Type: Full-Time

Compensation: To Be Determined

Position Summary

Colorado River Sewage System Joint Venture is seeking a **highly organized, dependable, detail-oriented, and experienced Office Manager** to oversee the day-to-day administrative and financial functions of the organization.

The Office Manager works closely with the General Manager, Board of Directors, staff, customers, vendors, accountants, insurance providers, regulatory agencies, and other outside agencies.

Primary Responsibilities

Financial Administration

- Oversee accounts payable and financial recordkeeping.
- Review invoices and financial documentation for accuracy.
- Review and reconcile financial records.
- Perform bank reconciliations.
- Verify deposits and payment records.
- Review customer account discrepancies.
- Review and approve billing and payment adjustments, credits, refunds, and other account modifications.
- Maintain documentation supporting approved adjustments.
- **Prepare detailed financial reports for management and the Board of Directors.**
- **Prepare and maintain monthly and annual budgets and budget reports.**
- Monitor expenditures and assist with budget tracking and financial planning.
- Assist with monthly and year-end financial reporting.
- Coordinate with the organization's accountant and auditors as necessary.
- Maintain accurate and organized financial records.
- Provide financial documentation and reports as requested by management and the Board.

Board of Directors & Meeting Administration

- **Prepare and organize Board of Directors meeting packets.**
- Compile reports, correspondence, financial information, agendas, and supporting documentation for Board meetings.
- **Attend Board meetings and accurately record meeting minutes.**
- Prepare, organize, and maintain official Board meeting minutes and records.
- Prepare and distribute Board correspondence.
- Track Board requests, decisions, and administrative follow-up items.
- Maintain Board actions, resolutions, meeting materials, and official correspondence.

Outside Agency Coordination & Reporting

- Assist with reports, documentation, and information requests from outside agencies.
- Coordinate administrative responses to regulatory agencies, governmental entities, auditors, consultants, attorneys, and other organizations.
- Gather and organize supporting documentation for reports and agency requests.
- Track reporting deadlines and required submissions.
- Prepare professional correspondence to outside agencies as directed.
- Maintain records of reports, submissions, correspondence, and agency requests.

Human Resources

- Maintain employee personnel files and employment documentation.
- Assist with employee onboarding and separation procedures.
- Maintain records related to employee benefits, leave, and personnel matters.
- Assist with payroll-related documentation and coordination.
- Maintain confidentiality of employee and personnel information.
- Assist management with HR-related administrative responsibilities.

Insurance Administration

- Maintain and organize the organization's insurance policies and records.
- Track insurance renewals and expiration dates.
- Coordinate with insurance agents and providers regarding renewals, certificates of insurance, claims, and coverage documentation.
- Maintain certificates of insurance for contractors and vendors when required.
- Assist management with insurance documentation and related requests.

Office Administration & Correspondence

- Oversee daily administrative operations of the office.
- Maintain organized electronic and physical filing systems.
- Prepare, review, organize, and maintain professional correspondence.
- Manage incoming and outgoing correspondence, reports, and administrative documents.
- Coordinate meetings and prepare meeting materials.

- Communicate professionally with vendors, contractors, customers, Board members, and outside agencies.
- Assist the General Manager and Board of Directors with administrative needs.
- Maintain calendars and track deadlines, renewals, meetings, filings, and reports.

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- Assist the General Manager and Board of Directors with administrative needs.
- Maintain calendars and track deadlines, renewals, meetings, filings, and reports.
- Other duties as assigned.

Qualifications

- **Highly organized with exceptional attention to detail.**
- Previous office management, administrative, accounting, or related experience preferred.
- Experience preparing financial reports, budgets, and financial documentation.
- Experience with accounts payable and financial recordkeeping.
- Experience with bank reconciliations preferred.
- Experience preparing meeting packets, recording minutes, and maintaining official records preferred.
- Experience with HR administration and insurance documentation.
- Strong written and verbal communication skills.
- Ability to prepare professional reports and correspondence.
- Ability to manage multiple responsibilities and deadlines.
- Proficiency with computers, email, Microsoft Office, spreadsheets, and standard office software.
- Ability to maintain accurate and confidential records.
- High level of professionalism, reliability, discretion, and accountability.

Compensation & Benefits

Compensation: To Be Determined

Benefits and additional employment terms will be discussed with qualified applicants.

Colorado River Sewage System Joint Venture is an equal opportunity employer.

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