



Job Title: Finance and Human Resources Administrator (FHRA)
Reports to: General Manager
Date Approved: Prepared March 2022, Approved by Board of Supervisors April 6, 2022
Prepared by: Lisa Liotta, General Manager

Position Description

Under direction of the General Manager, the FHRA manages the financial and human resources of the Central Vermont Solid Waste Management District (CVSWMD). The FHRA processes payroll and retirement plan contributions; accurately records data to monitor, assess, and report the financial and operating results of the District and its programs in terms of costs, financial and operational policies, trends, budget(s) and other considerations; assists with preparing the budget(s) and working papers for annual audit(s); manages accounting, invoicing, and reporting functions related to state and federal grant awards received and grants awarded by the District; oversees the annual licensing of trash haulers, their monthly reporting and invoicing. Performs HR duties that include recruiting, onboarding and orientation for new employees; benefit enrollment and administration, training and development, keeping of personnel records, policy interpretation, and is committed to advancing diversity, equity, inclusion and retention initiatives.

Given the nature of the position, handling information of a confidential and time sensitive nature is necessary.

Salary Range: This position is compensated at Grade 7 on CVSWMD's Compensation Schedule; the July 1, 2022 Grade 7 compensation rate is \$21.56 to \$30.77 per hour (\$44,839 to \$64,012 annually)

Primary Responsibilities

Follows CVSWMD's Personnel Policy and Financial Policies and Procedures and complies with all applicable state, federal and local laws.

Contributes to on-going process improvement. Ensures standardization and application of processes and protocols. Recommends new or modified approaches, policies, and/or procedures as appropriate to the General Manager, ensures that appropriate systems are in place to maintain internal controls for the organization and confidentiality related to personnel.

Maintains required, orderly and accurate financial paper and electronic forms and filing systems for accounts payable and receivable; bank deposits and credit card statements; contractor, customer and vendor accounts; contract and MOUs; certificates of insurance; credit applications; W9 and sales tax exemption forms; and others as required.

Performs day-to-day accounting functions: prepares and processes accounts receivable and payable, prints checks, makes bank deposits, enters merchandise inventory receipts, reconciles credit card statements, receives and records income from CVSWMD's programs, produces financial statements and other reports, and other related duties as assigned.

Processes payroll: ensures accurate information is kept in QuickBooks related to employee data, federal and state deductions, leave accruals, retirement plan contributions, and ensures that state and federal tax payments are accurate before filing reports.

Manages the registration, licensing and processing of haulers and any associated fees and transactions, including notifying and working with the General Manager on non-compliance issues.

Verifies and posts details of operations and transactions, such as funds received and disbursed; materials received and transferred via the District's programs, surcharges and fees received from haulers, and other relevant information to ledgers or computer spreadsheets and databases.

Monitors expenditures to ensure compliance with policies, procedures and Board-approved budget.

Performs periodic and as needed inventory of the District's assets and tracks acquisitions and decommissioning of equipment as it occurs.

Accounts and administers grants: develops and manages system for tracking grant expenditures and receivables, maintains detailed records, maintains grant(s) budgets, ensures compliance with subcontractor requirements, identifies and resolves discrepancies, processes invoices, ensures proper and timely payment of grant awards made by the District.

Assists the General Manager with preparation of the annual budget(s), Annual Financial Plan, Annual Report, that includes reviewing expenditures and revenues, historical data, salary and benefit cost projections, and preparing other cost estimates.

Assists with preparing year-end papers and documents for outside auditing firm and assisting with other audits throughout the year related to payroll, workers compensation, etc.

Assists the Treasurer in overseeing ongoing cash management, investment, tracking and reporting of banking and other investment options to maximize earning potential.

Notifies management of all accounting errors and deviations from the budget.

Manages and administers employee benefits programs including insurances, Medicare supplemental benefits, COBRA, leave, retirement programs; professional development; communicates relevant information to managers and employees; advises changes, costs, and renewal schedules; serves as liaison with insurance companies and pension plan administrators.

Maintains confidential HR files and databases, performs file audits to ensure all required employee documentation is collected and maintained including hiring, transfer, classification change, merit increase dates, as well as tracking vacation, sick, and personal time.

Maintains files of board-approved job descriptions, recommends updates as may be needed, ensures consistency and works to incorporate principles that embrace diversity, equity and inclusion.

Processes and participates in hiring and termination activities: recruitment, screening applicants, scheduling and structuring interviews, background and other pre-employment checks, preparing and processing all new-hire and termination paperwork, assisting with onboarding and orientation; issuing keys, phone(s), computer(s) and uniforms; establishing and changing all system passwords for internal and external accounts as required.

Produces and maintains CVSWMD's Employee Benefits Brochure.

Answers routine employee questions and queries and assists with providing forms and documents related to benefits, payroll and employee personnel files.

Responds to Unemployment Claims by sending response letter or coordinating hearings.

Develops and implements an improved file management system for personnel records and HR files.

Researches, analyzes and makes recommendations on new, existing and proposed benefit programs; develops procedures to implement program changes.

Updates and produces new “How It’s Done” (HIDs) documents for all tasks, processes and procedures relevant to the position and the work that it entails.

Stays informed of new trends and innovations, legislation, regulations and policies in the field of human resources and recommends changes or procedures to maintain current and ensure compliance with prevailing laws.

Identifies and addresses strategies and programs that support and advance diversity, equity and inclusion for applicants, employees, and across the District’s programs.

Required Knowledge, Skills, and Abilities

High-level of proficiency with Microsoft Excel, Word and Outlook.

Proficiency with QuickBooks and experience with a wide range of financial transactions including accounts payable and receivable; payroll; inventory and reporting.

The FHRA will have excellent interpersonal and English communication skills, verbal and written, including the ability to communicate well in a variety of settings with a variety of stakeholders and to listen to others.

Demonstrated ability to read, research, comprehend and follow complex written and verbal instructions and documents; and communicate these effectively to others. They will also be able to produce professional business documents such as correspondence, emails, memos and reports.

Strong analytical, troubleshooting and problem-solving abilities including understanding of basic mathematical processes to perform cost projections, prepare forecasts and analyze financial information, usually using Microsoft Excel.

Excellent organization and planning skills; a meticulous attention to detail and accuracy; ability to work independently, multi-task, prioritize, organize, work under pressure and meet deadlines.

Must have a commitment to diversity, equity, and inclusion with a focus on diversity and inclusion related to persons of all racial, cultural, religious, gender, and sexual orientation backgrounds.

Must exercise discretion and independent judgment with respect to matters of significance.

Possess demonstrated human resources experience, including knowledge of employment law (EEO, FLSA, DOL, DHR) and best practices. Knowledge of OSHA regulations.

Working knowledge of benefit plans.

Knowledge of federal or state grant management preferred.

A valid Vermont driver's license and reliable source of personal transportation is necessary.

A criminal background check will be required.

Occasional participation in evening Board and Committee meetings may be required.

Education

Bachelor's degree in business, finance, accounting, or other appropriate discipline,

Or

Associate's degree in accounting with four or more years' directly relevant experience in accounting and human resources

Experience

Two years' experience working in Accounting required; 3-5 years preferred

Two years' experience working in Human Resources required; 3-5 years preferred

Experience working for a board-governed, municipal, non-profit, or other governmental entity preferred

Working Conditions

Normal office environment. Work requires little physical effort. Lifting or performing other work requiring light physical exertion (up to 30 pounds) is intermittent (not a routine part of the job) and secondary to the job. The job requires sitting for long periods of time, using a keyboard requiring eye-hand coordination and finger dexterity, with an occasional need to stoop, kneel or crouch. Work is performed in a standard office environment. Employee must be able to use stairs. Position occasionally entails some in-state and local travel to District facilities or other locations related to meetings and training.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities, and requirements. The above statements are intended to describe the general level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required. External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

Central Vermont Solid Waste Management District is an equal opportunity employer.