

**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY
RESOLUTION 2020-11**

**RESOLUTION OF THE CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY
AMENDING THE OFFICE MANAGER JOB DUTIES AND APPROVING THE
ADVERTISEMENT FOR A NEW OFFICE MANAGER**

WHEREAS, As a result of the departure of the Office Manager the Carneys Point Township Sewerage Authority (Authority) has determined a need to hire a new office manager; and

WHEREAS, the board has also determined a need to amend the duties of the office manager position to include the appropriate experience and knowledge of the Authority's finance reporting system to comply with current accounting and State statute standards; and

WHEREAS, the office manager job description (Attachment I) will supersede all previous job descriptions of the office manager; and

WHEREAS, in order to attract the most qualified applicants, the summary job description (Attachment II) will be advertised on the Authority's website, New Jersey Association of Environmental Authorities, and the New Jersey League of Municipalities, and other cost effective online job sites; and

NOW, THEREFORE, BE IT RESOLVED BY CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY, that the job duties of the office manager be amended as detailed in Attachment I and that the office manager position be advertised.

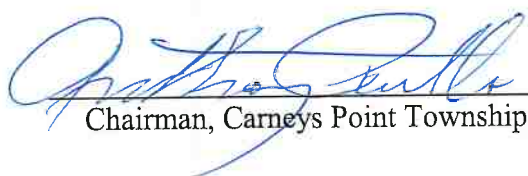
BE IT FURTHER RESOLVED that this resolution is effective immediately.

Passed and adopted at a meeting of the Carneys Point Township Sewerage Authority on Tuesday February 18, 2020.

RESOLUTION NO. 2020-11

	RULLO	BROWN	NEWTON	RACITE	PELURA
MOTION					✓
SECOND		✓			
AYES	✓	✓	✓	✓	✓
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Carneys Point Township Sewerage Authority at a meeting held on February 18, 2020.



 Chairman, Carneys Point Township Sewerage Authority

**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY
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ATTACHMENT I - OFFICE MANAGER JOB DUTIES**

The Office Manager is responsible for the overall management of the Authority's Financial Department and reports directly to the Authority's Board. The job duties include all aspects of financial operations and include but are not limited to the following:

1. Board Meeting
 - a. Draft resolutions;
 - b. Copy resolutions, correspondence, reports, and monthly minutes into Board Meeting folders;
 - c. Draft Business Office reports:
 1. Revenue summary by month
 2. Cash Management report
 3. Escrow & Revenue account status
 - d. Forward adopted resolutions to various appropriate parties (engineer, audit, state etc.);
2. Bank Reconciliations
 - a. Each account must be reconciled to the general ledger.
3. Payroll
 - a. Transfer time worked into Edmunds;
 - b. Verify deductions & earnings;
 - c. Run payroll checks;
 - d. Run Edmunds update;
 - e. Remit payroll payments:
 - i. Aflac
 - ii. Valic
 - iii. Union
 - iv. PERS
 - v. DCRP
 - vi. State Taxes
 - vii. Federal Taxes
 - f. Create Quarterly Tax reports & file:
 - i. Federal 941
 - ii. State 927
 - iii. State WR-30
 - g. Create and submit I-ROC report to PERS;
 - h. Create end-of-year reports:
 - i. Create and mail W2's;
 - ii. File Federal taxes;
 - iii. File State taxes;
 - iv. Create & file 1099's;
 - v. Perform EOY close through Edmunds.
4. Oversee Creation of Quarterly Bills
 - a. Calculate and print quarterly bills for residential and consumption accounts;

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- b. Calculate postage;
- 4. **Oversee Creation of Quarterly Bills (Continued)**
 - c. Download and complete bulk permit form (each quarter);
 - d. Obtain Chairman approval to execute check for postage;
 - e. Take bills to Pennsville Post Office;
 - f. At end of each quarter, create consumption account billing:
 - i. Through email, download NJ American Water account usage reports;
 - ii. Calculate usage and input into Excel to calculate billing amounts;
 - iii. Create invoices;
 - iv. Update Edmunds through Billing Adjustment to charge accounts;
 - v. Mail out invoices.
- 5. **Accept Applications for Sewer Service & Connection Fees**
 - a. Track and maintain EDUs;
 - b. Create new customer accounts when lines are connected.
- 6. **Copy, scan, fax, & file correspondence from or to various agencies or customers as required.**
- 7. **Oversee Accounts Payable & Accounts Receivable**
 - a. Authority bills must be processed in a timely manner prior to Board Meeting;
 - b. Create purchase order from requisition;
 - c. Obtain signatures on p.o.'s from vendors;
 - d. Ensure proper account is chosen for expenditure;
 - e. Create bill list;
 - f. Email bill list to Board, Superintendent, and Assistant Superintendent;
 - g. Run operating checks;
 - h. Transfer funds to cover operating checks;
 - i. Signature stamp checks and mail to vendors.
- 8. **Maintain Budget Accounts & Capital Project Accounts**
 - a. Ensure accounts remain positive and are not over-expended.
- 9. **Bid Meetings**
 - a. Publish bid notices if Engineer doesn't do it;
 - b. Arrange for court room availability;
 - c. Copy bid documents if Engineer doesn't do it;
 - d. Report information to outside agency requests;
 - e. Obtain appropriate signatures for documents when bid is awarded;
 - f. Create resolution for bid award.
- 10. **Miscellaneous**
 - a. PERS annual appropriation;
 - b. End-of-year salary updates for union employees;
 - c. Reorganization meeting (publish meeting dates, etc.);
 - d. Coordinate submission of NJDPES and other permits and make associated payments;
 - e. Coordinate with Edmunds & IT staff;
 - f. Order supplies (Staples);
 - g. Ensure retention schedule is followed for documents;

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- h. Handle storage of documents and files at off-site storage;
- 10. Miscellaneous (Continued)
 - i. Coordinate with IT staff regarding updates and problems.
 - j. Regularly update financial reporting and accounting software.
 - k. Prepare the annual budget.
- 11. Oversee developer escrow deposits and development projects.
- 12. Maintain bankruptcy files.
- 13. Maintain Authority website.
- 14. Office Manager Must be proficient in all aspects of the financial accounting and reporting system maintained by the Authority. As of 2/18/2020 the financial accounting and reporting system maintained by the Authority is Edmunds GovTech.

**CARNEYS POINT TOWNSHIP SEWERAGE AUTHORITY
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ATTACHMENT II - OFFICE MANAGER SUMMARY JOB ADVERTISEMENT**

The following summary job duties of the Office Manager will be advertised in order to obtain the most qualified job applicants.

Office Manager for the Carney's Point Township Sewerage Authority

Responsibilities: Manage all financial operations including but not limited to: Post journal entries, Reconcile cash accounts (checking, revenue, payroll, escrow, and trust accounts), Manage and reconcile connection fees to general ledger, Process payroll (including quarterly reports), Oversee accounts payable and accounts receivable clerk, Prepare resolutions and monthly board financial reports, Attend board meetings. Must be proficient and have prior experience in government financial operations utilizing the Edmunds accounting system and Microsoft Office products. Must have accounting experience posting debit and credit journal entries. Will be required to communicate and work with Authority professionals. Full benefits included. Salary range: \$25-\$30, depending on experience.

Submit resume by 3/31/20 to:

Carneys Pont Township Sewerage Authority

303 Harding Highway

Carneys Point, NJ 08069

Or Email to cptsasaw@verizon.net