



JOB DESCRIPTION

Title: Utility Office Manager

Reports To: Superintendent

Date Revised: February 2020

Approved By: Vanguard Commission

Date Approved: 2/18/20

BASIC FUNCTION

The office manager/assistant accountant is responsible for the day-to-day office operations of Vanguard Electric Commission (VEC). In this role, the office manager/assistant accountant will perform duties including report creation, accounts payable, accounts receivable, meeting material preparation, meeting scheduling, inventory management, human resource functions, and occasional field work with the line crew.

JOB RESPONSIBILITIES

- Responsible for developing and implementing office policies by setting up procedures and standards to guide the operation of the office
- Participate actively in the planning and execution of company events
- Coordinate schedules, appointments and bookings
- Handle customer inquiries and complaints
- Knowledge of human resources management practices and procedures
- Establish a historical reference for the office by outlining procedures for protection, retention, record disposal, retrieval and staff transfers
- Remain updated on technical and professional knowledge by attending educational workshops, joining professional associations, building networks with fellow professionals and reviewing of industry publications
- Provide basic support on information technology and telecommunications functions
- Demonstrate effective leadership skills

- Responsible for ensuring office financial objectives are met by preparing annual budget for the office, planning expenditures, analyzing variances, and carrying out necessary corrections that may arise
- Perform payroll processing duties, including auditing, reconciling, processing, and reporting
- Develop and process accounts receivable bills; track contract pricing and invoice customers; perform appropriate follow up and collection activities.
- Facilitate payments to vendors and perform related accounts payable functions in accordance with established policies and procedures
- Track, update and correct product inventories
- Responsible for the correct, safe, and efficient locating of underground utilities
- Take time to thoroughly search for underground utilities in an area, accurately marking the location, completing the necessary paperwork, and photographing each locate
- Work with line crew on basic functions of everyday linework
- Understand and utilize current GIS mapping software

EDUCATION & REQUIREMENTS

- High School Diploma
- Associate Degree in a business-related field, or 3 years of related experience
- Strong knowledge of payroll processes and procedures preferred
- Basic knowledge of accounting, including payable and receivable processes
- Demonstrated effective interpersonal, verbal, and written communication skills
- Demonstrated effective planning and organizational skills; ability to handle confidential matters discreetly
- Demonstrated ability to use computer software programs (e.g., e-mail, word processing, spreadsheets)
- Proficiency in communicating by email and telephone
- Ability to work in a diverse and inclusive environment

WORKING CONDITIONS & ESSENTIAL FUNCTIONS

- Must possess a valid driver's license
- Must be willing to travel, which can include occasional overnight stays
- Be able to work in a confined space; walk, bend, and lift up to 75 lbs
- Be able and willing to work outdoors in various weather conditions