



Job Title: Finance and Human Resources Administrator (FHRA)
Date Approved: Approved by Board of Supervisors 4/6/22, updated 3/22/24
Reports to: 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 waste 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 confidential and time sensitive information is necessary.

Compensation: This position is compensated at Grade 7 on CVSWMD's Compensation Schedule; the July 1, 2023 Grade 7 compensation rate is \$22.48 to \$32.10 per hour (\$46,767 to \$66,764 annually)

Primary Responsibilities

Perform day-to-day accounting functions:

- Process accounts receivable and payable, print checks, make bank deposits, enter receipts, reconcile credit card statements, record income from programs, produce financial statements and other reports, and other related duties as assigned.
- Process payroll: ensure accurate information is kept in QuickBooks related to employee data, federal and state deductions, leave accruals, retirement plan contributions, and ensure that state and federal tax payments are accurate before filing reports.
- Maintain 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; contracts and MOUs; certificates of insurance; credit applications; W9 and sales tax exemption forms; and others as required.
- Verify and post 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.
- Manage 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.
- Follow CVSWMD's Financial Policies and Procedures and maintain compliance with applicable state, federal and local laws.
- Generate financial reports for management staff and the Board of Supervisors.

Work with management staff on budgets, financial planning, and audits

- Assist the General Manager with preparation of the annual budget(s), Annual Financial Plan, and Annual Report
- Review expenditures and revenues, historical data, salary and benefit cost projections, and prepare cost estimates.
- Assist with preparing year-end papers and documents for outside auditing firm and assist with other audits throughout the year related to payroll, workers compensation, etc.
- Assist the Treasurer in overseeing ongoing cash management, investment, tracking and reporting of banking and other investment options to maximize earning potential.
- Notify management of all accounting errors and deviations from the budget.
- Monitor expenditures to ensure compliance with policies, procedures and Board-approved budget.
- Perform periodic inventory of District assets and track acquisitions and decommissioning of equipment
- Track and administer grants: develop and manage system for tracking grant expenditures and receivables, maintain detailed records, maintain grant budgets, ensure compliance with subcontractor requirements, identify and resolve discrepancies, process invoices, ensure proper and timely payment of grant awards made by the District.

Manage and administer CVSWMD Human Resource programs

- Follow CVSWMD's Personnel Policy ensure compliance with applicable state, federal and local laws.
- Contribute to on-going process improvement. Ensure standardization and application of processes and protocols. Recommend policy and procedure improvements as appropriate to the General Manager, and ensure that systems are in place to maintain internal controls for the organization and confidentiality related to personnel.
- Manage and administer employee benefits programs including insurances, Medicare supplemental benefits, COBRA, leave, retirement programs; and professional development
- Communicate relevant information to managers and employees including plan changes, costs, and renewal schedules
- Serve as liaison with insurance companies and retirement plan administrators.
- Maintain confidential HR files and databases, perform file audits to ensure all required employee documentation is collected and maintained including hiring, transfer, classification changes, pay rate, and leave accruals.
- Maintain job descriptions, recommend updates as needed to ensure consistency
- Process and participate in hiring and termination activities including recruitment, screening applicants, scheduling and structuring interviews, background and other pre-employment checks
- Prepare and process all hiring and termination paperwork, assist with onboarding and orientation; issue keys, phone(s), computer(s) and uniforms; establish and change system passwords for internal and external accounts as required.
- Produce and maintain CVSWMD's Employee Benefits Brochure.
- Answer routine employee questions and assist with providing documents related to benefits, payroll and personnel files.
- Manage Unemployment Claims by sending response letter or coordinating hearings.

- Develop and implement an improved file management and retention system for financial and personnel files.
- Research, analyze and make recommendations on new, existing and proposed benefit programs; develop procedures to implement program changes.
- Update and produce new standard operating procedures for all tasks, processes and procedures relevant to the position and the work that it entails.
- Stay informed of trends, legislation, regulations and policies in the field of human resources and recommend procedural changes to maintain compliance with laws.
- Identify and address strategies and programs that support and advance diversity, equity and inclusion for applicants, employees, and District 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.
- Demonstrated ability 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 and credit 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 an Associate's degree in accounting with four or more years' directly relevant experience in accounting and human resources is required.

Experience

Two years' experience working in Accounting is 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 is preferred.

Working Conditions

Work is performed in the office and at District facilities. 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.