

UPPER BIG BLUE NATURAL RESOURCES DISTRICT

Office Manager

EXEMPT:	Yes
DEPARTMENT:	Administration
LOCATION:	York, Nebraska
REPORTS TO:	David A. Eigenberg, General Manager
DATE:	October 13, 2025

SUMMARY:

The Office Manager is responsible for assisting in the day-to-day operations of the office and business of the District. This includes preparing and maintaining financial statements and records, processing and preparing varied records for payroll, human resource duties, personnel benefits administration, supervising administrative staff and performing related work as assigned or required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Develop and maintain accounting system, reports and records, and District financial records. Review assigned budget codes and invoices. Prepare and track purchase orders. Use QuickBooks to process account receivables, accounts payable, balance and reconcile accounts, general ledgers and journals and maintain inventory. Prepare accounting reports, financial statements, tax forms and filings, and investment schedules. Assist department heads with tracking and submitting reimbursement claims for state, federal, and private grants.

Compile, summarize, and retain information in preparation of annual budget. Compile operating costs, personnel costs, and prepare annual office department and consolidated budgets. Manage budgeting spreadsheets and update accordingly. Compile documentation for and complete the State budget form.

Compile and summarize records for the annual financial audit, workers compensation audit, as well as for management and board discussions. Oversee and cooperate with the auditing consultant requests. Reviews draft of annual audit for accuracy prior to presentation to the board.

Assist General Manager to ensure staff are in compliance with policies set forth in the Employee Handbook and Operating Policies. Responsible for supervising secretarial support staff in the headquarters office and the 5 NRCS field offices. Assists the General Manager with interviewing and hiring staff. Responsible for training, planning, assigning and evaluating secretarial support staff. This position is responsible for all onboarding of district employees and addressing personnel related requests.

Maintain District personnel records. Collect, record, track employee leave, verify payroll and personnel information. Additional duties include benefits coordination, work compensation claims, insurance claims, payroll processing and payroll information requests. Work with insurance provider to obtain renewal quotes for general liability, property, auto, workers compensation, cyber security, and dam liability coverages. Maintain confidentiality of management and personnel information. Evaluate and recommend new office procedures and priorities.

Ensure legal requirements are met for Board of Director meetings, public meetings and public

hearings. Oversee the recording, transcribing, and maintaining permanent record of all minutes of the Board of Directors meetings. Maintain District calendar and responsible for event registration, travel and lodging arrangements for the staff and directors. Oversee office janitorial work and routine office maintenance.

Other duties as assigned.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

At least two years of training or education in accounting, finance, or bookkeeping are required. Degree and/or license preferred but not required. Must have a minimum of five years of payroll and accounting experience.

KNOWLEDGE: *(These may be acquired on the job and are essential for the position.)*

Knowledge of the organizational structure, purpose, activities, priorities, and goals of the District, as well as the practices, procedures, and guidelines pertinent to the office and Board. Understanding of the financial and accounting systems, personnel benefit program management, and the administrative support functions associated with various programs.

ABILITIES and SKILLS:

Excellent written and oral communication skills, proficiency with basic office equipment, effective time management and ability to supervise and direct the work of others.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to manage and maintain spreadsheets and develop and maintain accurate financial records.

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer literacy required. Proficiency in accounting software and computer network. Experience with QuickBooks preferred.

CERTIFICATES, LICENSES, REGISTRATIONS:

Driver license required.

Degree and/or license preferred but not required.

PHYSICAL DEMANDS:

The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is

occasionally required to sit; reach with hands and arms; climb or balance; and stoop, kneel, or crouch.

The employee must regularly lift and/or move up to 10 pounds, Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus. Such physical and vision requirements are necessary because of driving, computer operation, loading equipment and supplies.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually low to moderate.