



Office Administrator

June 2021

Title: Office Administrator
Salary Range: Hourly - \$17.79- \$25.00
Monthly - \$3,083-\$4,333
Annual - \$37,000-\$52,000

SUMMARY

This is a key position and is responsible for ensuring the smooth operation of the MPO office. Provides administrative and Human Resources (HR) coordination support to the NFRMPO which includes outside agencies. Provides essential services by performing a variety of accounting duties as needed to generate, record, reconcile, and monitor transactions related portions of accounts payable, portions of accounts receivable, and purchasing for the NFRMPO (MPO). Coordinates activities to implement agency programs and objectives including financial activities to implement organization's mission, vision and objectives for the successful operation of the MPO including reporting for VanGo.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties and responsibilities are illustrative of this position and are not intended to be all inclusive.

Administrative Responsibilities

- Oversees the administrative environment of MPO.
- Provides Project Management of special projects as assigned.
- Assists with special projects and agency teams as needed
- Responds to customer inquiries from the general public, maintains public records policy.
- Coordinates Council items and monitors follow-up on requested action
- Coordinates special events and meetings sponsored by the Council or MPO, both internally and externally.
- Safety Coordinator for compliance with CIRSA (Colorado Intergovernmental Risk Sharing Agency). Ensures staff compliance with CIRSA standards and performs annual Loss Control audit.
- Disadvantaged Business Enterprise Liaison Officer (DBELO) responsible for monitoring and reporting the DBE Program, in coordination with other appropriate staff and officials.
- Facilities Coordinator.

Human Resources (HR) Liaison Responsibilities

- Human Resources Liaison in conjunction with HR Consultant, CIRSA, MSEC and the City of Fort Collins. Exercises discretion and independent judgment with respect to matters of significance.
- Compliance Coordinator for MPO management and personnel policies, and employment procedures, ensuring compliance within the I-9 Employment Eligibility Verification, EEOC, CDLE, FLSA and others, and responds to employee inquiries.

- Monitors intake process for new employees and provides employment support for hiring, annual staff evaluations, promotions and separation, including advertising, scheduling, candidate review process and maintaining employee personnel files.
- Retains and updates related documentation of benefit plans participation such as insurance and pension plan, personnel transactions such as hires, promotions, transfers, performance reviews, and terminations, and employee statistics for government reporting.
- Conducts salary comparisons and provides support for the agency's compensation plan.
- Corroborates with the City of Fort Collins on benefits programs including life, health, dental and disability insurance, and Employee Assistance Program (EAP).
- Liaison for the agency's retirement (401) plan, deferred compensation (457) plan, Flexible Spending Account (FSA) and Short-Term Disability Plan.

Rideshare Program:

- Works with Van Pool Service Coordinator to send necessary emails and paperwork to new riders
- Maintains a list of late fee waivers
- Maintains VanGo Dashboard and provides quarterly dashboard to Council
- Tracks, processes and submits customer accounts for collection

Accounting Responsibilities:

- Accounts Payable:
 - Responsible for A/P functions in the office
 - Process vouchers for payment; reviews for completeness and accuracy, verifies appropriate fund and account codes; check registers, credit card accounts, etc. and generates computer checks
 - Enters data into accounting system
 - Process and record travel advances
 - Updates vendor information and quarterly creates a list of active and inactive vendors for Accounting Manager review and approval.
- Updates appropriate guidelines as directed. Ensures policies are communicated and enforced. Notify Accounting Manager of any discrepancies or issues.
- Accounts Receivable including monthly VanGo Billing, and ancillary billing and support documentation.
- Cross-train within financial team to support MPO
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

This position does not have direct supervision of other staff.

QUALIFICATIONS

The requirements listed below are representative of the knowledge, skills, and abilities required to perform the necessary functions of this position.

KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent organizational and customer service skills
- Demonstrated ability to work with limited supervision and exercise independent judgment.
- Excellent oral and written communication skills, including excellent grammar and editing skills, and the ability to write business correspondence and assist with agency policy and procedure manuals.

- Strong expertise in office software especially in word processing and spreadsheets
- Ability to establish and maintain effective working relationships with the general public, customers, other government agencies.
- Familiarity with HR law and regulation and its application.
- Knowledge of legal requirements and government reporting regulations affecting human resources functions and ensures policies, procedures, and reporting are in compliance.
- Understanding of the organization's goals, objectives, policies and services.
- Knowledge of standard office software and general office equipment operations.

EDUCATION and EXPERIENCE

Associate degree or technical course work in business, public administration, accounting or office management preferred; plus, a minimum of two years related experience; or equivalent combination of education and experience. Accounting experience a plus.

LANGUAGE SKILLS

Ability to read, analyze, and interpret office administration and human resource policies and procedures, and governmental regulations. Ability to interpret Excel spreadsheets. Ability to effectively present information and respond to questions from staff, management, internal and external customers, and the general public.

REASONING ABILITY

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.

CERTIFICATES, LICENSES, REGISTRATIONS

Current driver's license.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

The work area is a standard professional office environment with travel to other locations for meetings. While performing the duties of this job, the employee is occasionally exposed to outside weather conditions, fumes, or airborne particles, and vibration. The noise level in the work environment is usually moderate.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions