

**OTTAWA • SANDUSKY • SENECA COUNTY**  
**JOINT SOLID WASTE MANAGEMENT DISTRICT**

An Equal Opportunity Employer

**POSITION DESCRIPTION**

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**Agency:** OSS Solid Waste Management Dist. **Unit:**  
**Name:** **Position Title:** Financial/Administrative Coordinator  
**Class Title:** **Class Number:**

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<b>Dept./Div.:</b>	<b>Civil Service Status:</b>	Classified
<b>Reports To:</b> Director	<b>Employment Status:</b>	Part time
<b>Pay:</b> Resolution	<b>FLSA Status:</b>	Non-exempt

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**MIMIMUM QUALIFICATIONS:**

Completion of secondary education with working knowledge of Microsoft Office with training in accounting, business, computer and/or secretarial work along with related work experience in bookkeeping.

**PREFERRED QUALIFICATIONS:**

Completion of post-secondary degree or vocational education program in accounting with two to five years' experience.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid driver's license by state of residency and proof of insurance coverage. This position will require the individual to be bonded.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Computer, copy machine, motor vehicle.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The Essential Functions of the position identified on subsequent pages are for purposes of 42 USC 12101. My signature below signifies that I have reviewed and understand the contents of my position description.

\_\_\_\_\_  
(Approval of Appointing Authority)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

ADOPTED: __/__/__	REVISION #__: __/__/__	APPROVED BY: _____
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**JOB DUTIES:**

**ESSENTIAL FUNCTIONS OF THE POSITION:**

- (1) Perform accounts payable (e.g. purchase orders, bill entry, billing vouchers, entry in New World system); Maintain financial records (e.g. accounts payable, general ledger, budgeting, etc.) ; Prepare and process department payroll and track sick and vacation accruals; Post fiscal information to Excel spreadsheets, tracking various expenses; Process revenue payments from landfills and recycling center revenue into County financial software system; Prepare invoices for payments; Issue payments to communities and grant recipients and records in corresponding spreadsheets; Complete quarterly report of expenses for submittal to Ohio EPA; Post statistics for recycling collection events; Track recycling statistics.
- (2) Perform routine clerical tasks, (e.g. keyboarding, answers telephone, opens and sorts mail, makes copies files etc.) Greet residents who enter office; Answer questions on phone about District programs and recycling information; Assist District personnel preparing for collection events by gathering supplies (gloves, cash box, clipboards, rain gear, etc.); Assist greeting residents and collecting fees at collection events; orders supplies for all office locations in the District; Professionally communicate with public, other agencies, employees and vendors.
- (3) Assist Director with preparation for meetings such as Board of Directors, Policy Committee, employee meetings and various committee meetings of the District, including scheduling, emailing members and preparing a record of minutes of these meetings; Order food for meetings and collection events; Notify newspapers of meeting dates; Compile data from other agencies for the completion of Annual District Report and survey; Provide information for audits; Provide information to assist in update of District plan; Assist the Director with special projects or assignments.
- (4) Update schedule on shared District calendar system; Manage address and contact information of District committee members: Update events and information on website and social media sites; Distribute news releases to local media outlets; Provide notice to media of upcoming meeting dates.

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- (5) Meets all job safety requirements and all applicable OSHA safety standards that pertain to essential functions.
- (6) Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

Completes other duties and special projects as needed; Assist with duties of co-workers as workload dictates.

\_\_\_\_\_/\_\_\_\_\_  
Signature of Agency Representative / Date