

## MANAGER OF ADMINISTRATIVE & FINANCIAL SERVICES

The York County Solid Waste Authority has an immediate opening for an experienced **Administrative Manager** in our York, PA location. Our mission is to facilitate responsible solid waste management for York County. Our ideal applicant will possess a minimum of 7+ years relevant work experience in a *working manager role* within an office setting plus a **bachelor's degree** in Accounting, Management, Public Administration or a related field. CPA designation a plus. This position is responsible for the administration and achievement of financial, administrative and Human Resources goals of the Authority.

Ideal candidate will possess strong organizational, analytical, and problem-solving abilities. Five + years' prior **supervisory experience**. This position supervises a staff of 8 individuals. Candidate will maintain a personal reputation of integrity, honesty and effective judgment. Excellent verbal and written communication skills and the ability to manage multiple priorities in a team-oriented environment are essential. Excellent computer skills including Word, Excel and Access a must. Legal background and ability to understand/manage vendor contracts preferred.

### Primary responsibilities include:

- \* **Maintain financial responsibility including budget and financial records**
- \* Effectively communicate with the Authority, the Executive Director and other staff regarding Administrative Division activities
- \* Provide for **effective communication** to the Authority's customers and vendors
- \* Manage contract review and compliance requirements for all vendor and other contracts.
- \* Provide a clearly identifiable and accessible point of responsibility for Administrative Division including but not limited to establishing the agenda and carrying out functions of the Administrative Division
- \* **Strategic planning** including identifying financial, policy and program needs to successfully achieve Authority long-term objectives
- \* Coordinate with Executive Director and fiscal management consultants, engineering consultants in the preparation, presentation and implementation of the Authority's contracts, studies and reports.
- \* **Team Management** to include direction of office management functions including clerical pool, equipment needs, supplies and facilities
- \* Monitor contract compliance by consultants and vendors
- \* Review investment strategies and recommendations of the Investment Manager and monitor compliance with the Investment Policy
- \* Administer and review the Authority's insurance program in consultation with the Risk Advisor and/or Insurance Brokers
- \* Oversee scale house functions including staffing, equipment needs and facilities
- \* **Administer procurement procedures and contracts**
- \* **Maintain RRC Energy Offtake Arrangements** and identify and monetize energy related values

Established in 1971, The York County Solid Waste Authority was created to ensure the adequate and proper disposal of all municipal and solid waste generated in York County. We have grown to manage waste reduction, reuse and recycling in addition to converting waste to energy. We offer a competitive salary and benefits including medical, dental, vision insurance, life insurance, retirement benefits, plus the opportunity for professional growth. Pre-employment drug screen and criminal background check may be required. No phone calls please. EOE