

Administrative Manager

Department: Administration

Reports To: District Manager

FLSA Status: Exempt

Location: Upper Blue Sanitation District, Breckenridge Colorado

Contact: Abigail Wagner – abbiew@ubsd.org, phone 1-978-866-4103

Resume and District Job Application are required.

Application can be requested or found on the District Website UBSD.org

Position Summary

The Administrative Manager performs a variety of administrative, accounting, and office management duties to support the operations of the Upper Blue Sanitation District. This position is responsible for financial recordkeeping, payroll, budgeting, accounts payable and receivable, human resources support, and general office administration. The role ensures compliance with applicable laws, policies, and reporting requirements for public agencies and special districts.

Essential Duties and Responsibilities

Accounting & Finance:

- Maintain and reconcile general ledger, bank accounts, and financial records.
- Prepare monthly, quarterly, and annual financial statements and reports for management and the Board of Directors.
- Process accounts payable and accounts receivable; ensure proper coding, approval, and documentation.
- Administer payroll, employee benefits, and related reporting (401a, 457, taxes, etc.).
- Assist with annual budget preparation and monitoring expenditures against approved budgets.
- Prepare and submit required financial reports to the State of Colorado.
- Coordinate with external auditors during annual audit processes.
- Manage and track capital projects, grants, and restricted funds.

Office Management & Administration:

- Oversee daily office operations, including supplies, records management, and customer service.
- Serve as point of contact for vendors, contractors, and the public.

- Maintain accurate records, files, and documentation consistent with public agency standards and retention schedules.
- Support the Manager and Board Secretary functions such as meeting preparation, and minutes.
- Develop and implement office policies and procedures to improve efficiency.

Human Resources (as applicable):

- Maintain personnel records and assist with recruitment, onboarding, and training.
 - Ensure compliance with labor laws and district personnel policies.
 - Coordinate benefits administration and employee communications.
 - Payroll
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Knowledge, Skills, and Abilities

- Knowledge of governmental accounting principles for public agencies.
 - Understanding of special district financial and reporting requirements.
 - Strong proficiency in accounting software (e.g., QuickBooks, Tyler, Caselle, Springbrook or similar) and Microsoft Office Suite.
 - Ability to prepare clear and accurate financial reports.
 - Excellent organizational, communication, and multitasking skills.
 - Ability to work independently with minimal supervision.
 - Familiarity with public meeting procedures.
 - Familiarity with Colorado Special District laws
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Education and Experience

- Associate's or Bachelor's degree in Accounting, Finance, Business Administration, or related field.
 - Minimum of 3–5 years of accounting or office management experience, preferably in a governmental or special district environment.
 - Experience with payroll, public finance, and fund accounting preferred.
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Licenses and Certifications

- Valid Colorado Driver's License.
 - Certification in public accounting, bookkeeping, or special district administration desirable.
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Working Conditions

- Typical office environment with attendance at evening board meetings (1 per month).
 - May occasionally lift or move up to 25 pounds.
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Benefits

- Health Insurance paid by employer at 100% for employee and family
- Dental and vision paid by employer for employee and family
- Vacation
- Sick leave
- Retirement 401a (7.5% matching by District) 457,125 and Roth IRA
- Wellness of \$1,300 per year
- Housing available (3bed 2bath homes) beginning at \$500.00/month, OR \$600.00/month housing stipend if you own and occupy a primary residence within Summit County or close vicinity.
- Life Insurance