

PATHFINDER IRRIGATION DISTRICT

Position Title: Office Manager

Position Summary

The Office Manager is responsible for overseeing the daily administrative, financial, and clerical operations of the District office. This position provides leadership and coordination for office functions, supports management and field operations, ensures accurate financial and administrative processes, and maintains efficient workflow throughout the organization. The Office Manager must exercise sound judgment, professionalism, and discretion while handling confidential and sensitive information.

Job Accountabilities

- Manage and oversee daily office operations to ensure efficient, accurate, and professional administrative support for the District.
- Supervise, train, and support office staff, including assigning duties and monitoring workload and performance.
- Perform and oversee administrative duties, including filing, document creation, report development, word processing, and data entry.
- Receive, review, approve, and track invoices for accuracy and proper coding.
- Communicate with vendors to resolve billing discrepancies and maintain positive vendor relationships.
- Develop, maintain, and review cost reports, budgets, and financial tracking documents.
- Assist with payroll processing, timekeeping, and payroll-related reporting.
- Support preparation for month-end and year-end closeouts, audits, and financial reviews.
- Draft, review, and manage professional business letters, correspondence, and official District communications.
- Maintain office records, retention schedules, and ensure compliance with District policies and procedures.
- Coordinate purchasing, office supplies, and inventory management.

- Assist management with administrative planning, scheduling, and special projects.
 - Serve as a point of contact for employees, customers, vendors, and the general public.
 - Ensure compliance with applicable laws, regulations, and internal controls related to administrative and financial operations.
 - Perform other duties as assigned.
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Preferred Qualifications

- Associate's degree or higher in accounting, business administration, or a related field; Bachelor's degree preferred.
 - Minimum of three (3) years of experience in office administration, accounting support, or management-related roles.
 - Supervisory or leadership experience preferred.
 - Strong knowledge of standard accounting principles and administrative best practices.
 - Experience with computerized accounting systems and payroll processing.
 - Proficiency in Microsoft Office products including Word, Excel, Access, and Outlook.
 - Strong organizational and time-management skills with the ability to prioritize and multitask effectively.
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Desired Personal Qualities

- Demonstrates strong leadership while working collaboratively with staff, management, customers, and the general public.
- Excellent written, oral, interpersonal, and presentation skills.
- Ability to listen, evaluate, and communicate information clearly and effectively.
- Maintains confidentiality and handles sensitive information ethically, tactfully, and with discretion.
- Reliable, dependable, and punctual in attendance.

- Proactive problem-solver with strong attention to detail and accuracy.
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Salary & Benefits

- **Salary Range:** \$48,000–\$53,000 annually, with the ability to adjust depending on experience and qualifications.
 - **Health & Dental Insurance:** Fully paid health and dental insurance for the employee and their family at no cost to the employee.
 - **Retirement Benefits:** Participation in the District’s retirement plan, including employer contributions, in accordance with plan provisions.
 - **Paid Time Off:** Paid vacation and paid sick leave.
 - Additional benefits may be provided in accordance with District policies.
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Application Information

Applications may be obtained in person at the Pathfinder Irrigation District **Mitchell Office, 140624 10th Street, Mitchell, NE**, during normal office hours **Monday through Thursday, 7:00 a.m. to 5:30 p.m.**, or on the District website at **pathfinderirrigation.com**.

This is an **immediate opening**.