

Administrative Position Responsibilities

Primary responsibilities:

Bill, collect, and deposit quarterly Operations & Maintenance (O&M) and Equipment Replacement & Repair (ER&R) payments on BS&A billing software. Respond to any correspondence from users in regard to billing and invoicing questions or name/address changes.

Using QuickBooks Pro:

- Develop and maintain the HLUA's annual budget(s) in conjunction with the Board.
- Prepare checks for Board signatures, a listing of accounts payable for review and approval by the Board, and mail payments once approved by Board.
- Prepare monthly treasurer's reports for Board approval.
- Perform the fund accounting tasks as required on fund accounting software.

Coordinate SRF Loan disbursement requests for the Board to approve.
Work with townships to collect unpaid sewer fees on winter tax bills.
Work with Auditor to complete Annual Audited Financial Statement.
Other tasks as directed by the Board.

Other responsibilities:

Assist the Board Chairperson with preparing monthly and special meeting agendas.
Act as a liaison between the HLUA and any employees, contractors, and consultants.
Communicate regularly with the HLUA Board members between meetings.

Assist the Board Secretary with recording and creating meeting minutes.
Assist the Board Secretary with posting of the regular board meeting schedule and any special meeting notices.
Manage and respond to correspondence of any kind i.e. telephone calls, e-mails, and regular mail in accordance with Board policy and directives.
Maintain a calendar of import dates.