



Business Office Administrator

A special tax district of Southold, Long Island, Fishers Island Waste Management District (FIWMD) is looking for a detail-oriented, highly motivated, team-oriented individual to lead the business office and provide administrative support. Help us create a more sustainable and efficient waste management operation that other communities will want to emulate.

Why Work with Us:

- Starting salary between \$50,000-\$75,000 based on education, experience, and overall fit
- A generous benefits package including Health, Vision, Dental, and Life Insurance after a 60-day probationary period, including eligibility for spouse and dependents
- Option for a retirement savings plan with an annual 3% company match
- Paid time off
- Small company environment that values and rewards hard-working employees who take initiative

The Position:

Under the direction of the FIWMD manager, the business office administrator will be responsible for inward-facing tasks including light bookkeeping, commission meeting secretarial duties, HR administrative tasks, and supporting the manager in generating financial and operating reports, filing annual reports, and adhering to the annual calendar of events and deadlines. They will also be responsible for outward-facing tasks like communications, including ensuring the FIWMD website and FishersIsland.net are kept up to date with events, calendar changes, meeting times, and other important news.

About You:

- A high school diploma or GED; bachelor's degree and/or 4 or more years of administration and supervisory experience
- Excellent written and verbal communication skills, as well as solid time management, problem solving, and conflict resolution skills
- Keep the District's records up-to-date and liaise with the bookkeeping and accounting firm
- Must be proficient with Microsoft Suite, QuickBooks, and related software
- Ability to synthesize data, summarize findings, and compile and prepare reports
- Previous experience in administration and office management

If you are interested in being part of a small, committed team implementing waste to resource programs, optimizing operations, and engaging the community to create a greener, more sustainable future, we want to hear from you! Learn more about our organization at fiwmd.net.

Inquiries:

Please submit your letter of interest and resume to the FIWMD Search Committee at coordinatorFIWMD@gmail.com.