



**UNITY TOWNSHIP MUNICIPAL AUTHORITY
REGULAR MEETING – February 18, 2026**

Agenda

Call Meeting to Order

Pledge of Allegiance

Roll Call Mr. Kerr Mr. O'Barto Mr. Fenton Mr. Vargo Mr. Short

Outside Speakers

Previous Minutes

Board action to approve minutes from January meeting.

Solicitor's Report

Board action to approve the Temporary Certification Agreement.

Board action to approve Solicitor's Report.

Executive Session

Personnel and Pending Litigation

Engineer's Report

Board action for approval of Resolution to apply for PennDOT Annual Highway Occupancy Permit.

Board action for authorization to create a Bursting Contract.

Board action for authorization to create a Lining Contract.

Board action for authorization to create a Trench and Replace Contract.

Board action for authorization to find a dump site.

Board action to approve Engineer's Report.

Finance Report

Board action to approve payment of bills as presented in the amount of \$261,471.04.

Board action to approve the Corporate Authorization Resolution for Commercial Bank & Trust.

Board action to approve the Finance Report.

Manager's Report

Board action to approve Manager's Report.

Board Member Report

Board action to approve the Employees' Guide for Conduct.

Board action to approve the Job Descriptions for the Operations Manager and the Office Manager.

Adjournment

Board action to adjourn meeting.

Unity Township Municipal Authority
Reorganization and Regular Meetings of January 21, 2026

The Reorganization and Regular Meetings of the Unity Township Municipal Authority were held on Wednesday January 21, 2026, at 3:05 p.m. est. in the Unity Township Municipal Authority building.

Present at the meetings were Mr. Michael O'Barto, Mr. Neal Fenton, Mr. Nicholas Kerr, Mr. David Short and Mr. Donald Vargo.

In addition, present at the meetings were Mr. Romel Nicholas, GTN Law, Mr. Daniel Schmitt and Mr. Matthew Sprung, Gibson-Thomas Engineering, Daniel McKay and Lori Rodkey, Authority Staff. Also in attendance was Annabelle Chipps, The Latrobe Bulletin.

Mr. Nicholas, as Acting Chairman, called the Reorganization meeting to order. Upon nomination by Mr. O'Barto and passed unanimously (5-0) by roll call vote, Mr. Nicholas Kerr is elected Chairman. Upon nomination by Mr. Fenton and passed unanimously (5-0) by roll call vote, Mr. Michael O'Barto is elected Vice-Chairman. Upon nomination by Mr. O'Barto and passed unanimously (5-0) by roll call vote, Mr. Neal Fenton is elected Secretary. Upon nomination by Mr. O'Barto and passed unanimously (5-0) by roll call vote, Mr. Donald Vargo is elected Treasurer. Upon nomination by Mr. O'Barto and passed unanimously (5-0) by roll call vote, Mr. David Short is elected Assistant Secretary/Treasurer.

At this time the meeting was returned to Chairman Mr. Nicholas Kerr to preside over the remainder of the reorganization meeting.

Upon motion of Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0), Commercial Bank and Trust of PA was appointed the Official Depository.

Upon motion of Mr. O'Barto, seconded by Mr. Short and passed unanimously (5-0), PNC Bank was appointed as Secondary Depository.

Upon nomination by Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0), Mr. Romel Nicholas, GTN Law, was appointed Solicitor.

Upon nomination by Mr. O'Barto, seconded by Mr. Short and passed unanimously (5-0), Gibson-Thomas Engineering was appointed Consulting Engineer.

Upon nomination by Mr. Kerr, seconded by Mr. O'Barto and passed unanimously (5-0), Singer Accounting was appointed Auditor.

The reorganization meeting was adjourned at approximately 3:13 p.m. and Chairman Mr. Kerr presided over the regular meeting agenda.

Mr. Kerr invited outside speakers: None

Mr. McKay presented the Treasurer's Report, reviewing the budget to actuals on the financial statement and presenting a list of the bills in the amount of \$457,198.59 to be approved by the Authority. Upon motion by Mr. O'Barto, seconded by Mr. Kerr and passed unanimously (5-0), the report and bills to pay were approved as presented.

After further discussion, upon motion by Mr. Fenton seconded by Mr. Short and passed unanimously (5-0), the minutes of the December meeting were approved as presented.

Mr. McKay, Operations Manager, gave his report:

Tap Permit Report – 2 tap-ins were issued, totaling 14 EDU's.

NPDES Discharge Monitoring Reports for Pleasant Unity and 14 Mile Run were submitted for November. There were 7 non-compliance issues. 3 daily max, 3 instantaneous max, and monthly average concentration exceedance for copper. December reports will be submitted once all the data is available. 1 SSO was reported to the DEP.

Provided the Systems Activity Report.

Provided an update on the Safety Committee.

Reported on the Air Relief Replacement that was completed on Myers Road.

Discussed replacement of the backup server. It no longer works. Replace the main server with the new one, move that server to backup server.

Requested approval of LSSE Requisition No. 87 dated January 20, 2026, for December 25 invoices for Various Capital Projects in the amount of \$7,107.49. Upon motion by Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0), payment was approved as requested.

Presented Resolution 2026-1 To Authorize the Disposal of Public Records in Accordance with the Pennsylvania Municipal Records Manual. Upon motion of Mr. Fenton, seconded by Mr. O'Barto and passed unanimously (5-0).

Upon motion by Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0), the Operation Managers Report was approved as presented.

Mrs. Rodkey, Office Manager, gave her report:

Reported on the 2025 Year End Lien Information and Aging Report. Discussed sending collection letter to delinquent well customers.

Requested approval to issue a credit to Product Evaluation Systems in the amount of \$8,209.29 due to a cooling tower malfunction. Upon motion of Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0) approval was given.

Upon motion by Mr. Fenton, seconded by Mr. Short and passed unanimously (5-0), the Office Managers Report was approved as presented.

Motion to amend the agenda was made by Mr. Fenton, seconded by Mr. O'Barto and passed unanimously (5-0).

Emergency motion to replace server, not to exceed \$25,000.00, was made by Mr. Fenton, seconded by Mr. Short and passed unanimously (5-0) as previously discussed.

Board Member Report – Received 6 applicants for Consulting Engineer. LSSE rescinded their 2026 offer.

Mr. Kerr requested changes to the order of the agenda and requested to add the Pledge of Allegiance to begin the meeting. No objections were made.

Gibson-Thomas Engineering and staff to meet as necessary to discuss status of developments that are currently in progress.

Mr. Nicholas, Solicitor, gave his report:

Upon motion by Mr. O'Barto, seconded by Mr. Vargo and passed unanimously (5-0) Resolution 2026-2 Amending and Adopting Regulations and Procedures for the Testing of Private Sanitary Sewer Service Lateral Lines was approved as presented.

Consider motion for Tentative approval of agreement of sale conditional upon Solicitor's final approval regarding transfer of the Washinko Lot. Upon motion by Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0) motion was approved.

Consider motion to approve the Seconded Amendment to the Consent Order and Agreement. Upon motion by Mr. O'Barto, seconded by Mr. Vargo and passed unanimously (5-0) motion was approved.

Upon motion by Mr. Fenton, seconded by Mr. Short and passed unanimously (5-0), the Solicitor's Report was approved as presented.

Upon motion by Mr. O'Barto, seconded by Mr. Fenton and passed unanimously (5-0), the meeting was duly adjourned at approximately 4:30p.m.

RESOLUTION

BE IT RESOLVED, by authority of the Unity Township Municipal Authority
(Name of Municipality/Authority)

of Unity Township of Westmoreland
(Name of Municipality If Authority)

_____, County, and it is hereby
resolved by authority of the same, that the _____
(designate official title)

of said Municipality/Authority be authorized and directed to sign the attached Agreement
on its behalf and that the _____ be authorized and
(designate official title)
directed to attest the same.

ATTEST:

Unity Township Municipal Authority
(Name of Municipality/Authority)

BY _____

Signature and Official Title

Signature and Official Title

(SEAL)

I, _____, _____
(Name) (Official Title)

of the Unity Township Municipal Authority
(Name of Governing Body and Municipality)

do hereby certify that the foregoing is a true and correct copy of the Resolution adopted
at a regular meeting of the Unity Township Municipal Authority
(Name of Governing Body)

held the 18 day of February, 2026.

Date: _____, 20

(Signature and Official Title)



APPLICANT'S AUTHORIZATION FOR AGENT TO APPLY FOR HIGHWAY OCCUPANCY PERMIT

If granting BLANKET Authorization to submit applications on Applicant's behalf, check this box:

If BLANKET Authorization, mark N/A.	PERMIT APPLICATION NO.	
	COUNTY	
	CITY-BORO-TWP.	
	S.R.-SEG.-OFF.	
APPLICANT	Name: Unity Township Municipal Authority Address: 370 Pleasant unity Mutual Road Greensburg PA 15601	
AGENT	Name: Gibson-Thomas Engineering Address: 1004 Ligonier Street Latrobe, PA 15650	

THIS AUTHORIZATION, made this 18 day of February, 2026, by

Unity Township Municipal Authority,

APPLICANT for a highway occupancy permit under 67 Pa. Code Chapter 441 or 459.

WHEREAS, the APPLICANT is required to obtain a highway occupancy permit from the Commonwealth of Pennsylvania, Department of Transportation, called the Department, in order to occupy the State highway; and

WHEREAS, the APPLICANT wishes to authorize the agent listed above (AGENT) to apply for the permit and any associated supplements on behalf of the APPLICANT; and

WHEREAS, the APPLICANT has agreed to grant a release to the Department to allow the AGENT to apply for the permit and any associated supplements on behalf of the APPLICANT; and

WHEREAS, as a condition of this authorization, APPLICANT agrees that AGENT will be required to provide APPLICANT with copies of all correspondence and other documents issued, mailed, emailed or otherwise directed or provided to APPLICANT or AGENT by the Department; and

WHEREAS, the APPLICANT may elect to be provided contemporaneous email updates on the review status of the permit application and any associated supplements.

NOW, THEREFORE:

1. The APPLICANT does hereby authorize AGENT to act as APPLICANT's agent with respect to the permit application and associated supplements and to do all things necessary to obtain the permit and/or associated supplements on behalf of the APPLICANT.
2. The APPLICANT does hereby remise, release, quitclaim and forever discharge the Department, its agents, employees and representatives of and from all suits, damages, claims and demands of any type whatsoever arising against it as a result of granting the permit and its supplements to APPLICANT.
3. The APPLICANT has has not (check one) elected to be provided contemporaneous updates on the status of the permit application. If the APPLICANT elects to be provided contemporaneous updates on the status of the permit application, provide contact information here (email): _____.
4. The APPLICANT understands that this AUTHORIZATION is effective until revoked in writing by the APPLICANT or AGENT, with contemporaneous written notice thereof to the Department.

IN WITNESS WHEREOF, the APPLICANT has executed or caused to be executed these presents, intending to be legally bound thereby.

by APPLICANT:

(authorized representative signature)

Name: _____

Title (if other than individual applicant): _____

Date: _____

by AGENT:

(authorized representative signature)

Name: Dan Schmitt

Title (if other than individual agent): Partner, Gibson-Thomas Engineer

Date: _____

UNITY TOWNSHIP MUNICIPAL AUTHORITY
EMPLOYEES' GUIDE FOR CONDUCT

At the Unity Township Municipal Authority (UTMA), we need your help in making each working day enjoyable and rewarding. How you interact with fellow employees and those whom we serve, and how you accept direction can affect the success of your department and work site. In turn, the performance of one department can impact the entire service offered by the organization. Consequently, whatever your position, you have an important assignment to perform every task to the very best of your ability.

We are all expected to conduct ourselves in a professional manner that will contribute to the efficient operation of our business and the protection of our property, employees and clients. In general:

- 1) Know your own duties and responsibilities and devote your full attention to your job while at work;
- 2) Be cooperative with management and your fellow employees while maintaining a good team attitude; and
- 3) Work to identify and meet the expectations of internal and external customers that you interact with in your job.

It is UTMA's policy that action taken to correct employee conduct and/or performance should be applied consistently and with respect for the rights and dignity of employees and should be taken for the purpose of meeting business objectives and responsibilities.

These standards are presented as a guide in order to have a safe and orderly workplace. In instances where acts committed which are judged to be detrimental to fellow employees, UTMA and the public, disciplinary action is necessary. This Procedure will be administered as a guideline to be known to all UTMA's employees. UTMA does not deny its right to impose disciplinary action for an act not specifically enumerated in this Procedure. Point totals will be reset at the end of the calendar year. A good year as it relates to promotion shall be a year in which an employee does not exceed disciplinary penalty (1).

Offensive Acts and Disciplinary Penalties

Disciplinary Penalty (0) - On the scene spot correction

Disciplinary Penalty (1) - Verbal warning- documented

Disciplinary Penalty (2) - Indicates counseling, warning, confirmed in writing for first offense.

Disciplinary Penalty (3) - Indicates one (1) and up to five (5) workdays off without pay.

Disciplinary Penalty (4) - Indicates more than five (5) days off without pay up to a maximum of thirty (30) workdays.

Disciplinary Penalty (5) - Indicates discharge.

Category 1 – Subcategories will follow the 0–5 point system. Each subcategory will increase by one point per infraction. When an overall accumulated total of 5 points have been reached an employee will be terminated.

1. Threatening, intimidating, coercing or interfering with other employees.
2. Any discourteous or insulting actions or words to customers risking adverse public reaction to UTMA or its employees.
3. Being habitually late. (Starting the point system after three (3) infractions).
4. Absenteeism (unauthorized) and/or excessive absenteeism.
5. Wasting time, such as prolonged personal telephone calls, loitering, gossiping, etc.
6. Failure to report for overtime work without good reason after being scheduled to work or called in.
7. Sloppy or careless work.
8. Posting, altering or removal of any matter on bulletin boards of UTMA property at any time unless specifically authorized by management.
9. Creating or contributing to unsanitary conditions or poor housekeeping.
10. Conducting personal business for monetary gain while working on the job.
11. Restricting output or intentional slowdown.
12. Unauthorized use of UTMA equipment and vehicles.
13. Maintaining proper dress and personal appearance as established by UTMA.

Category 2 – Subcategories will follow the 0-5 point system but will start at 2 points. Each subcategory will increase by one point per infraction. When an overall accumulated total of 5 points have been reached an employee will be terminated.

1. Provoking or instigating a fight during working hours.
2. Fighting during working hours.
3. The making or publishing of false, vicious, or malicious statements concerning any employee, supervisor, UTMA or its products.
4. Interfering or refusing to cooperate with authorized supervisory employees in the performance of their duties.
5. Sleeping on job during working hours.
6. Leaving early and/or failure to be at assigned work area, excluding breaks and/or meal periods.
7. Leaving job during working hours without permission except in cases of immediate personal or family emergencies.
8. Carelessness, horseplay, or other irresponsible conduct which adversely affects the safety of personnel or equipment.
9. Intentional misuse, destroying, or damaging any UTMA property or property of any employee.

Category 3 – Subcategories will follow the 0-5 point system but will start at 3 points. Each subcategory will increase by one point per infraction. When an overall accumulated total of 5 points have been reached an employee will be terminated.

1. Reporting to work while under the influence of alcohol or illegal drugs.

*See UTMA's Drug Free Workplace Policy.

Category 4 – Subcategories will follow the 0-5 point system. Within category 4 subcategories will be given 5 points. When an overall accumulated total of 5 points have been reached an employee will be terminated.

1. Falsifying personnel records or UTMA records or other job-related records.
2. Insubordination (Direct violation of an order).

3. Possession or drinking of any alcoholic beverage or use of illegal drugs on UTMA premises or during assigned work hours.

*See UTMA's Drug Free Workplace Policy.

4. Immoral conduct or indecency.

5. Engaging in sabotage or espionage.

6. Theft or removal from the premises without proper authorization any UTMA property or property of any employee, customer, contractor or other person.

7. Selling or distributing alcoholic beverages or illegal drugs on UTMA premises or during work hours.

* See UTMA's Drug and Alcohol Policy.

8. Unauthorized possession or use of firearms, explosives, or any other concealed weapon during assigned working hours (vehicle excluding).

9. Criminal conduct on UTMA premises which adversely affects UTMA or its image.

Receipt of any combination of five (5) points of the aforementioned offenses within a reasonable period may result in the employee's automatic discharge.

Written notices or warnings received by an employee shall not be used as a basis for further discipline of the employee provided the employee has maintained a clear record for one year.

Disciplinary action resulting in time off without pay shall not be used as a basis for further discipline of an employee provided the employee has maintained a clear record for one year.

UTMA reserves the right to either waive, lessen, or increase the penalty depending on the circumstances involved.

Unity Township Municipal Authority

JOB DESCRIPTION

Operation Manager

Overall Purpose and Objective:

Oversees the operations and compliance of the Unity Township Municipal Authority (UTMA) by performing the listed duties and responsibilities personally, through subordinates, and/or at the direction of the Authority Board Members.

Essential Duties and Responsibilities:

This is a Management/Supervisory position. Candidate must be able to control the business affairs of UTMA by managing a wide range of business office, human resource, plant operations, collection system operations, compliance issues and administrative support. Related tasks including but not limited to customer relations, work order tracking, generating reports, ordering supplies, work towards the completion of the consent order, work with the consulting engineer, reporting to regulatory agencies as required, and assuming duties & responsibilities independently and/or in consultation with the Authority Board Members.

Specific Job Duties:

Know and follow the Authority's Employee Guide for Conduct.

Know the rules and regulations.

Know and follow the Authority's Safety Code relating to the work performed, to work safely, to suggest the elimination of physical hazards that could lead to an accident of any type and to prevent the occurrence of accidents.

Immediately, or before the end of normal workday, report accidents that involve personal injury, vehicle damage and/or property damage.

Maintain a neat, clean and well-groomed appearance at all times as well as to maintain a courteous manner when speaking to customers and fellow employees so as to make a positive impression.

To have and retain a valid driver's license so as to be able to operate a company truck or vehicle.

To maintain tools, equipment and vehicles in a neat, clean, orderly and safe operating condition.

To attend training courses required by the Authority.

To be available for emergency work on an overtime basis when required by work conditions.

Know the rules and regulations of the PADEP and USEPA as pertains to work in the area of responsibility within the Authority.

To properly prepare and complete various Authority records and reports forms such as, but not necessarily limited to, daily job sheets, mileage reports, vehicle maintenance forms and equipment maintenance forms.

To ensure the performance of all PAPUC One calls for during regular business hours and to contribute to the Emergency PAPUC One call after hours.

To collect, proofread, and verify daily time sheets for all employees to be incorporated in the monthly UTMA operation report.

Prepare materials for and attend the staff and Board Meetings.

Work closely and transparently with all external partners including third-party vendors and consultants.

Create and modify payroll time sheets; maintain and approve for processing.

Ability to explain necessary repairs to customers.

Ability to coordinate and work with the other authorities that UTMA has Intermunicipal Agreements with.

Ability to coordinate and work with UTMA's professional staff, aid in the needs of engineering and solicitor.

Ability to submit DMR's and communicate with regulatory agencies as needed.

Perform other duties as assigned by the Authority Board Members.

Qualifications & Preferences:

It shall be necessary to have a bachelor's degree or higher in environmental, engineering, business, or any other related field. It shall be necessary to be a Licensed DEP operator for all facilities owned by the Authority (CE 1,4). It shall be necessary to be licensed as a NASCO operator.

Experience in mechanical or electrical field or in pump maintenance or maintenance of equipment related to the Authority's operation. A minimum of five (5) years of experience performing maintenance in a plant with similar equipment as the Authority's. Candidate will be required to demonstrate knowledge of the following skills and training during the 60 day qualification period: (1) troubleshooting electrical systems; (2) pump, motor and hydraulic system repairs.

Candidate shall have a working knowledge of and know how to add, subtract, multiply and divide numbers; shall have the ability to operate a computer; shall have the knowledge and ability to safely operate applicable trucks and/or vehicles and all associated equipment used in the maintenance of a wastewater facility; shall have the knowledge of and ability to use small hand tools and power tools related to mechanical and electrical activities in the collection, treatment and pumping facilities; shall have knowledge of and ability necessary to make positive impressions on customers and others encountered in the performance of responsibilities; shall have the ability to understand and follow simple oral and written instructions.

Experience in mechanical or electrical field or in pump maintenance or maintenance of equipment related to the Authority's operation. A minimum of five (5) years of experience performing maintenance in a plant with similar equipment as the Authority's. Candidate will be required to demonstrate knowledge of the following skills and training during the 60 day qualification period: troubleshooting operational issues, electrical systems, pump, motor, and hydraulic system repairs.

Possess sufficient language skills to read, analyze, and interpret common financial reports and business documents. Ability to respond to regulatory agencies, or members of the business community. In general, must be proficient in written and verbal communications.

Possess sufficient mathematical skills to apply advanced mathematical concepts.

Possess reasoning ability to define problems, collect data, establish facts, draw valid conclusions, and solve problems; and have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Possess proficiency as a Microsoft Office End-User and possess sufficient computer skills to create, modify, and maintain MS Excel spreadsheets and databases, create reports, develop documents, and communicate via e-mail and virtual applications.

Work Environment:

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Ability to lift 50 lbs and occasionally 80 lbs. Ability to sit for extended periods of time and be in the field if required. Pass a physical examination certifying good health when required by the Authority. Be capable of working a regular eight/ten (8-10) hour workday, as well as work overtime when required, without showing abnormal physical or mental signs of fatigue under varying climatic conditions.

Unity Township Municipal Authority

JOB DESCRIPTION

Office Manager

Overall Purpose and Objective:

Oversees the business office of the Unity Township Municipal Authority (UTMA) by performing the listed duties and responsibilities personally, through subordinates, and/or at the direction of the Operations Manager and Authority Board Members.

Essential Duties and Responsibilities:

This is a Management/Supervisory position. Candidate must be able to control the business affairs of UTMA by managing a wide range of business office, human resource, and administrative support related tasks including but not limited to control of disbursements, billings, collections, delinquent processing, payroll processing, customer relations, use and training on utility billing and financial management software, generating reports, ordering supplies, and assuming duties & responsibilities independently and/or in consultation with the Operations Manager and Authority Board Members.

Specific Job Duties:

Supervise, direct, and train office staff.

Carry out various Human Resource functions as directed by the Operations Manager or Board Members.

Verify and post transactions to journals, ledgers and other records, and prepare supporting account reconciliations and spreadsheets.

Prepare, analyze and communicate monthly and annual financial statements and reports.

Be proficient in using muni-link and quick books software for daily use, generating reports, and training of office staff.

Oversee the customer billing and accounts receivable collections.

Administer procedures for staff to maintain accurate and up-to-date customer and vendor databases.

Maintain customer collections at a level above 99% in any given fiscal year to ensure accounts receivable balance remains at a stable level.

Ensure compliance with Federal, State, local and any other financial, tax reporting and regulatory requirements.

Ensure the monthly reconciliation of bank statements, credit card and ACH transaction reconciliation, and processing of return checks or other miscellaneous transactions are completed to maintain accurate records.

Implement all necessary business policies and accounting practices to improve efficiency and financial controls as updated or created from time to time by the Director of Administration

Produce customized financial reports on an as needed, monthly, quarterly and annual basis.

Prepare materials for and attend staff and Board Meetings. Record minutes of Board Meetings for review and formal approval.

Prepare, communicate and present critical financial or business office matters to the Operations Manager and the Board Members.

Ensure office staff comply with responsible use of computer workstations to prevent intrusion by malicious software.

Work closely and transparently with all external partners including third-party vendors, auditors, consultants, and insurers.

Serve as the UTMA Right-To -Know Officer.

Create and modify payroll time sheets; maintain and approve for processing.

Process Worker's Compensation and Short-Term Disability Insurance Claims and correspond/track claims with provider and insured.

Prepare invoices for approval and payment by verifying receipt of goods/services; process vendor requests for credit applications, tax exemption certificates, and W9 Forms.

Ability to perform request for services.

Ability to handle any billing questions customers may have.

Ability to process sewer lateral inspection paperwork, schedule inspections, schedule visual inspections, and the ability proficiently explain to the homeowner/person performing the repair what needs resolved to pass the inspection.

Perform other duties as assigned by the Operations Manager and Board Members.

Qualifications & Preferences:

This is a management/supervisory position that requires effective communication with Authority employees, managers, Board Members, customers, consultants, and vendors. Working knowledge of business practices and procedures is required.

Training, technical skills, level of education and/or experience requirements:

Bachelor's Degree from an accredited university in Business Administration, Accounting, Management, Human Resource Management or a closely related field of study.

Minimum of five (5) years of combined experience in Business Administration, Accounting, or Human Resource Management with progressive growth in responsibilities.

Possess sufficient language skills to read, analyze, and interpret common financial reports and business documents. Ability to respond to troubleshoot inquiries or complaints from customers, regulatory agencies, or members of the business community. In general, must be proficient in written and verbal communications.

Possess sufficient mathematical skills to apply advanced mathematical concepts.

Possess reasoning ability to define problems, collect data, establish facts, draw valid conclusions, and solve problems; and have the ability to interpret an extensive variety of technical instructions in mathematical or diagram form.

Possess proficiency as a Microsoft Office End-User and possess sufficient computer skills to create, modify, and maintain MS Excel spreadsheets and databases, create reports, develop documents, and communicate via e-mail and virtual applications.

Work Environment:

The noise level in this office work environment is usually low to moderate. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities. Ability to lift 25 lbs and occasionally 50 lbs. Ability to sit for extended periods of time and be in the field if required.