

PERRY COUNTY JOB DESCRIPTION

DEPARTMENT/POSITION Northern Perry Water / Office Manager

REQUIREMENTS

Education High School Diploma

Knowledge General Accounting Procedures, Account Receivables/Payables

Experience Basic Computer and Office Skills

Physical Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Involves sitting most of the time.

Other Public Relations

PROBATIONARY PERIOD 180 (Min. 120 days Max. 365 days)

CLASSIFICATION X Classified _____ Unclassified

COMPENSATION X Hourly _____ Salary

SAFETY SENSITIVE _____ Yes X No

NORMAL WORK HRS 8:00 AM Start 4:00 PM End Days of Week Monday-Friday

OVERTIME X Eligible _____ Ineligible

DIRECT SUPERVISOR NPW Supervisor **POSITION/S SUPERVISED** n/a

ESSENTIAL FUNCTIONS Submit EPA reports and Consumer Confidence Reports and Contingency Plans

as required. Prepare annual budget and balance monthly budget. Prepare vouchers, purchase orders, billing, accounts payable/receivable, and accept payments, make pay-ins. Reconcile accounts. Public relations.

GENERAL DUTIES Monthly billing: Prepare laptop for readings, verify and edit all readings, calculate readings, check all high readings, post to each customers account and prepare bill. Sort bills, disconnect notices, past due bills and final readings. Mail to customers. Look up locates for work being done and provide to employees daily. Public relations: Answer calls, emails, customer complaints, work orders, new customer water and sewer taps, accept payments, pick up mail daily and other information from courthouse and commissioners' office. Additional duties may be assigned.

OTHER INFORMATION Interact appropriately with co-workers, other private and public entities and the general public. Expected to work as scheduled/required. May be required to flex schedule.

Employee Signature, Date:

JOB DESCRIPTION

Office Manager
Northern Perry County Water & Wastewater

Public relations- Answer calls, customer complaints, work orders, taking customer payments, handling the purchase of water and sewer taps for new customers, etc. Any new projects, which includes taking tap fees, letters concerning project, setting up new accounts, etc.
Corresponding to customers via phone or by mail
Picking up mail daily and other information at the post office, courthouse and commissioners office.

Look up locates for work being done in our area and making sure the guys get them so they can be checked daily.

Daily payments for customers:
Posting payments-Verifying totals of payments, taking incoming cash, checks, etc.to courthouse, auditors office and treasurers office to do pay-ins.

Payroll-Time sheets every two weeks. Turn time sheets into Commissioners office.

Vouchers and Purchase Orders done weekly.
All utility bills for NPCWW and any other invoices for items purchased in our department.
Invoices for loan payments for NPCWW twice a year.
Balancing of monthly budgets.

Monthly billing-Prepare laptop for readings. Verify and edit all readings, calculate readings, check all high readings and posting readings to each customer account.
Printing of monthly bills.
Sort all bills, disconnection notices, past due bills, final readings, etc.
Folding and mailing of monthly bills.

Monthly reports for the EPA, and yearly information for the Consumer Confidence Report and the Contingency Plan.
End of the year budgeting.