

## Northern Perry County Water, Office Manager

### **GENERAL DUTIES:**

Under general supervision, organizes, performs responsible secretarial, administrative, and general office work to ensure the proper functioning of the office; performs accounts receivable, and accounts payable; responds to customer complaints and concerns. Performs additional work as required.

### **Other Duties include but not limited to:**

- Performs office work regarding customer accounts; including billing, processing payments, applications for service, final notices to discontinued customers, inquiries, and complaints, etc.
- Processes invoices/vouchers and purchase orders
- Prepares laptop for monthly readings. Verify and edit readings and print monthly bills
- Organizes and maintains office filing system
- Oversees the general condition and appearance of the office, inventories, and orders office supplies.

### **Training and Experience:**

High School diploma or equivalent. Experience with a water district is preferred.

### **Knowledge of:**

- Financial accounting and management of budgets
- Establish and maintain effective, pleasant, and cooperative working relationships with employees, officials, and the general public
- Communicate well orally and in writing

### **Skill In:**

- Computer applications • Accounting functions such as general ledger, accounts receivable

Job Type: Full-time

Days: Monday-Friday

Hours: 8 a.m. to 4 p.m.

Benefits: Dental, Health, Vision, Life insurance, PERS Retirement plan

Experience: Wastewater/water: 1 year (Preferred)

Interested applicants can send resumes to:

Northern Perry County Water

PO Box 800

New Lexington, OH 43764 or

Email: [npcw@perrycountyohio.net](mailto:npcw@perrycountyohio.net)

*Posting active until filled*