

LANGLOIS WATER DISTRICT JOB DESCRIPTION

Job Title: Office Clerk/ Budget and Billing Coordinator

Veterans Preference

Salary Range: \$12.00 to \$15.00 per hour

Reports to: LWD Board of Directors and is supervised by the Lead Utility Worker

Fair Labor Standards Act (FLSA): Non-exempt

Position Type: Hourly, Part Time, Flexible Hours

Revision Date; 23 March 2021

POSITION SUMMARY

This position is for the Office Clerk, Budget and Billing Coordinator for the Langlois Water District (LWD). This position is considered part time with flexibility in actual work hours. Incumbent may set most of their own schedule as long as tasks are performed in a timely manner and there is no lost continuity in daily office operations. This position is currently supervised by the Lead Utility Worker until the permanent hire of a District Manager/DRC at which time the position will report to the District Manager/DRC. This position is mainly clerical but will include additional duties as assigned in support of daily operations if needed in support of other workers.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Successful performance of this position requires the clerk to work independently and complete the following tasks in a satisfactory manner. The tasks listed below are representative of the tasks required and variances in performing these tasks are allowed as long as it improves the operations of the LWD.

- Have a good working knowledge of computer, copier, Fax, and other office equipment.
- Have an operational knowledge of basic computer functions and programs to include QuickBooks, Excel, Word, email and scanning processes.
- Be able to perform mailing, billing and receipt functions, maintain accurate postings. Provide financial reports as requested with extreme accuracy.
- Work within and help refine office processes to ensure accuracy, coordination and timely follow through. Provide office cleanliness, organization and structure.
- Follow through with tasks, mail and correspondence, action, completion and organization
- Must be able to properly file, answer phone and properly address any issues to appropriate person for action.
- Possess professional office and communication skills when dealing with customers, vendors etc.
- Maintain a valid Oregon driver's license.
- Perform all additional duties or responsibilities as required to assist in all phases of water district operations when needed and as directed by the Lead Utility Worker.

SUPERVISORY RESPONSIBILITIES: None

QUALIFICATIONS:

- Be able to operate the computer and the necessary software programs to complete the job tasks, including but not limited to Excel, Word, and QuickBooks.
- Must be able to read, comprehend, complete and describe all documentation involved in the performance of the job and tasks.
- Must possess adequate literary skills.
- Must possess good communication skills and a professional manner in dealing with other agencies and the public.

WORK ENVIRONMENT

This position is mostly inside office work. Occasional outside requirements may exist such as reading water meters, receipt of shipments and dealings with customer support.

Lead Utility Worker

Board Chair

Date

Date