

Henderson County Water District

Title of Position: Office Manager

Department: Henderson County Water District

Scope of Responsibilities: The Office Manager is responsible for ensuring staff members operate effectively and efficiently. Their primary duty is to organize, and coordinate office procedures, directly manage office staff, complete payroll, pay bills, run invoices as needed and work with Superintendent on the budget. Also responsible for aiding in covering for the Customer Service Representative and Billing Clerk in their absence.

General Duties and Responsibilities: Duties consist of assigning and supervising tasks and responsibilities among the Customer Service Representative and Billing Clerk. Providing backup and training to the office staff. Designing and implementing filing systems, maintaining bank accounts, keeping up with the budget throughout the year, ensure office supplies are maintained, and working with the Superintendent on day to day operations of the Water District.

Desirable Knowledge, Abilities, and Skills: The Office Manager must have planning, organizing and time work management skills. Demonstrate an ability to supervise others, attention to detail, ability to multitask, be self-motivated. Knowledge of accounting, administrative and data management procedures and practices. Decision- making skills, problem solving, communication skills are all necessary. Cash handling experience and or/ accounts receivable experience are desired.

Desirable Education/Qualification: Desirable education and/or qualifications include ; high school diploma/ GED. A valid driver's license. Ability to work independently as well as supervise others is a must. Needs knowledge of Microsoft Quick Books, Excel and Word Must pass drug test and background check.

Physical Demand: Generally, this job does not require manual labor. However, the Office Manager's need the ability to lift up to 25 lbs., 20/20 vision or correctable to 20/20, ability to speak and understand conversations with customers via telephone or the drive thru speaker system and to, sit, stand, and walk through the office multiple times in a day's time.

Work Environment: Generally, office environment with walking between different parts of the office at times.