

POSITION DESCRIPTION
FRUITLAND MUTUAL WATER COMPANY
ADMINISTRATIVE ASSISTANT

SUMMARY: The Administrative Assistant reports to and works closely with the Office Supervisor and General Manager. The Administrative Assistant must have knowledge of bookkeeping procedures with office computer applications. The Administrative Assistant works with all phases of accounts receivable and miscellaneous procedures.

QUALIFICATIONS: The Administrative Assistant must have a background in general office procedures and be proficient and accurate at bookkeeping procedures, and office machines. The position requires efficient and effective communication, orally and written, with the public and staff. The Administrative Assistant requires a high school graduate or equivalent. The position requires a valid Washington State drivers license. The Administrative Assistant must be bondable.

DUTIES AND RESPONSIBILITIES:

A. Bookkeeping Activities

1. Answer the telephone, emails and respond to requests
2. Process name and address changes on accounts
3. Collect payments, process change
4. Post payments to the accounts
5. Prepare bank deposits
6. Notify customers of high-water use
7. Process billing procedures
8. Prepares, sorts, stuffs, posts, and delivers bills as necessary
9. Process late notices and shut offs
10. Update meters
11. Update memberships
12. Update website

B. Backflow Activities

1. Enters backflow charges to billing accounts.

C. Other Activities

1. Writes, issues, distributes, tracks, correlates, logs, reconciles, and files Work Orders
2. Performs other duties as assigned.

D.

Wages are DOE \$24-30/hour

Benefits begin at the start of employment and include Medical, Dental, Vision, Vacation, Sick leave, and retirement account.

**Please send resumes to:
Customerservice@fruitlandwater.com**