

Summary

This position requires skilled administrative support work providing a variety of administrative, secretarial, and office support functions, such as, answering phones, assisting the public, preparing and maintaining manual and computerized files and records, preparing reports, and related work as apparent or assigned.

Work Schedule

Position is Part-Time, 30 hours per week, with possible growth opportunities to Full-Time, 40 hours per week. Benefits for full-time employment include simple IRA matching (3%), health insurance and paid time off.

Flexible part-time hours and schedule during Monday – Friday, 8:00a.m – 4:00p.m.

Essential Functions

Acts as receptionist and greets visitors. Ability to work with customers respectfully.

Handles inquiries or complaints from water/wastewater customers in person or by telephone.

Assists the public with the completion of standardized water and wastewater agreements, records or documents.

Set up and enter new customer accounts into the billing system.

Receives customer payments and reconciles billing inquiries.

Enters a variety of data into the computer; verifies statistical and other records for accuracy and completeness.

Types or enters a variety of documents, including correspondence, forms, Excel reports, purchase orders, requisitions, work orders and related documents.

Prepares and maintains a variety of office files, accounts, and other records; coordinates and assists with processing accounts receivable, accounts payable, payroll, budgetary, and other financial data; reconciles invoices and payment of bills.

Operates a variety of office and computer equipment; maintains inventory of and orders departmental supplies.

Maintains schedules and calendars; make appointments; schedules meetings; sends meeting notices; attends meetings.

Assists Office Manager with tasks associated with meter reading, customer billing, and completion of these tasks in the absence of the Office Manager.

Performs other reasonably related job responsibilities as assigned by the Office Manager or Board members.

Knowledge, Skills, and Abilities

Thorough knowledge of standard office practices, procedures, equipment, and office support techniques.

Ability to keep office records and prepare accurate reports from file sources.

Ability to perform and organize work independently.

Ability to prepare effective correspondence on routine matters.

Ability to operate standard office and computer equipment.

Education and Experience

Associates/Technical degree with coursework in business administration, accounting or related fields is preferred.

Accounting or bookkeeping experience is a plus.

Special Requirements and Job Development

Employee must possess a valid driver's license and have an acceptable and safe driving record.

Work Location

In person. Remote work is not available.

Applications

Applications should be submitted to the Caernarvon Township Authority/Caernarvon Township Municipal Sewer Authority, 601 Hemlock Rd. Morgantown, PA 19543 or by email to dstine@ptd.net. Applications can be found at CaernarvonWater.com.

Equal Opportunity Employer

As an Equal Opportunity Employer, we are dedicated to nondiscrimination in recruitment, selection, hiring, pay, promotion, retention, or other personnel action affecting employees or candidates for employment. All qualified applicants will receive equal consideration for employment.

