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Mayer Domestic Water Improvement District

Position Desired: District Office Assistant/Bookkeeper

Issue Date: July 2, 1996

Closing Date: Until Filled

Applications will be available at District Office between 8:00 Am & 12:00 P.M.

Nature of Work: To function as an Office Assistant/Clerk/Bookkeeper for the "Mayer Domestic Water Improvement District". Maintain records and accounts for the District. Inputting water user data, billing and bookkeeping of Districts finances. Provide accurate financial status reports to District Board of Directors on a monthly or as needed basis. Communicate with new an existing water district users on the Districts policies, practices and procedures.

Typical Duties: Communicate on a daily basis with District user's either by phone or in person regarding billing and account issues, polices/practices and procedures. Input all district user meter reading data. Create new customer accounts and billing information. Post all customer payments. Post all financial data in a computerized bookkeeping system. Write payroll and voucher checks. Maintain accurate records appropriate to the District operations. Interface with the TABBS billing program. Maintains and reconciles bank and county accounts, Prepares reports and/or account records to Board of Directors, IRS, Department of Revenue of Arizona, State Compensation Fund, ADEQ, and other agencies as required. Act as Board Secretary, will be required to take all Board minutes. Or any additional duties will be directed by Manager or Board of Directors.

Knowledge, Skills and Abilities: Proven knowledge and experience in bookkeeping principles, practices and techniques. Ability to communicate with District user's and fellow workers. Ability to write and maintain accurate records and reports. Able to work on an "On-Call" type basis or when required. Able to work independently with minimal supervision and direction. Sound basic knowledge of Computers, different software and their applications.

Minimum Qualifications:

- * GED or High School Diploma required.
- * Proven bookkeeping knowledge, background and experience.
- * Perform basic mathematical computations and general office tasks.
- * Follow written and verbal instructions.
- * Establish and maintain effective working relationships with employees, other agencies and the public.
- * Communicate orally and by telephone with the public in a face to face setting.
- * Operate a variety of standard office equipment requiring continuous repetitive movements.
- * Work varied hours and days, on a "as-needed" basis.

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OFFICE - ON 7-2-96 RLD