



Now Hiring

North Beach Water District is accepting applications for the position of Office Manager

The ideal candidate for this position will be a highly motivated professional who works well in a busy office and is able to communicate well with customers and fellow employees. **Customer Service is North Beach Water District's top priority.**

The ideal candidate will have managerial or executive experience and be very organized and self-sufficient with significant book keeping or accounting experience. Experience working for water utilities or government agencies is desired.

Job duties include routine bookkeeping tasks such as classify, record, and summarize numerical and financial data in order to compile and keep financial records, using journals and ledgers or computers. Calculate, prepare, and issue bills, invoices, account statements, and other financial statements according to established procedures. Compile statistical, financial, accounting or auditing reports and tables pertaining to such matters as cash receipts, expenditures, accounts payable and receivable, managing accounts payable, accounts receivable, and payroll. You will be answering the phones, checking emails and corresponding with customers. You will be making collection calls and sending collection letters, scheduling appointments with new customers for estimates. You will be scheduling and coordination of material suppliers, crew leaders, and customers.

Applications can be obtained at the North Beach Water District Office located at 25902 Vernon Ave. Suite C Ocean Park, WA 98640. You may also request an application by calling (360) 665-4144. Résumés must be submitted with a completed North Beach Water District employment application. Application may be delivered by hand, USPS, UPS, or Fed-ex. Applications that are faxed or e-mailed to the District will be considered. Email to generalmanager@northbeachwater.com Fax to (360) 665-4641

Pay Range \$30,000 to \$45,000 DOE

Applications must reach the North Beach Water District Office no later than 5:00 February 17, 2011