

Job Title

Office Clerk/Executive Assistant (Full Time)

Public Water Supply District No. 4 is looking for a motivated individual with great people skills with an emphasis on customer service. This individual will receive and process customer payments, address customer questions and concerns, make daily bank deposits, assist in preparing financial statements, environmental reports, and any other documents associated with the water district.

Position Title: Office Clerk/Executive Assistant

Company: Public Water Supply District No. 4

Location: Morley, MO

Duration: Permanent, full-time, (40 hours per week)

Salary: \$18-\$22 per hour, commensurate with experience

Job Duties (including but not limited to):

Customer service

Receiving and recording customer payments

Answering phones

Entering water bill payments

Job Requirements:

High school diploma or equivalent (GED)

Excellent people skills

Good computer skills

General accounting experience, and record keeping are preferred but not required

Preferred software proficiency:

1. Microsoft Excel and Microsoft Word

2. QuickBooks

Benefits:

Health insurance

Retirement account with company match

Paid Vacation

PTO equivalent to 1 day per month

Who we are:

At Public Water Supply District No. 4 of Scott County, Missouri, we are committed to providing safe, high quality water services to our community while maintaining a standard of excellence in customer service and environmental conservation.

Please send resume to :

mcintyre.tim@pwsd4.com