

Administrative Support

Position: Administrative Support

Job Status: Open – applications accepted until position is filled

Compensation: \$23.50 to \$37.82 hour DOE/Q

North Perry Avenue Water District is located in Bremerton, Washington. We are accepting applications for a full-time administrative support person. We are in search of a committed, enthusiastic, and motivated self-starter to join our team. No experience is necessary, though relatable experience can be a plus.

This position reports to the Office Supervisor.

Position Details

This position performs routine accounting and clerical work to include receiving and receipting utility payments, calculating, posting, and maintaining financial records. This position interacts with the public at the counter and over the phone and performs receptionist and general office duties. This is a full time, FLSA non-exempt position. The employee in this position may be required to attend meetings during other than normal work hours and may be called back to work before or after regularly scheduled work hours or on scheduled days off.

Main Function

The employee in this position shall fulfill the job assignments and assist other staff as necessary. The employee will be cross trained on the utility billing and accounts payable desks.

Duties and Responsibilities

- Enforce District policy
- Be competent in the District's cash management, utility billing and financials software
- Answer telephone
- Open and distribute mail
- Receive payments
- Post payments
- Prepare batch envelopes
- Prepare bank deposits
- Maintain the front counter
- Manage and process Lockbox payment files
- Assist in tracking daily cash
- Assist in resolving billing questions
- Provide closing estimates to escrow
- Assist in coordinating shut offs
- Write up move in/outs, repair orders and other
- Dispatch utility techs over the radio to calls
- Assist in any billing procedures, as needed
- Assist in processing Water Availability Letters and meter sales

- Provide clerical support/assistance when needed, to other staff
- Available to attend out of town and/or overnight conferences/training
- Perform other related duties as assigned

Training, Experience and Educational Requirements

The employee is required to have a valid WA State driver's license and insurance at all times.

High school diploma or GED, three (3) years related experience and experience working with the public.

Knowledge, Skills and Abilities

The below is representative of minimum levels of knowledge, skills and abilities needed to perform this job successfully; the employee will possess the abilities or aptitudes to perform each duty proficiently.

- Knowledge of general office procedures
- Ability to work with customers to identify problem areas and reach equitable solutions within the guidelines of District policies
- Able to type at 40 words per minute
- Familiarity with filing systems and procedures
- Familiarity with utility billing and accounting practices and systems
- Working knowledge of PC-based software including word processing, spreadsheets, data bases and Windows in a network environment
- Ability to establish and maintain effective working relationships with District personnel, other agencies and the general public

The employee in this position must be able to communicate effectively, both verbally and in writing, must possess good judgment, the ability to make decisions without supervision and the capability to deal with the public in a professional and courteous manner.

Working Conditions

Work is primarily performed in an office environment. The work hours may be adjusted to meet requirements of the District. **The district is transitioning to a 4/10 work schedule in 2025.**

Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities who are otherwise qualified for employment in this position. Some requirements may exclude individuals who possess a direct threat or significant risk to the health and/or safety of themselves or others.

Benefits and Salary

Medical, Dental, Vision, LTD and Life Insurance, HRA VeBa

11 Paid Holidays and 1 Personal Day

16 hours Combined Leave Accrued per month

DRS Retirement (PERS2 or PERS3)

\$23.50 to \$37.82 hour Salary Range DOE/Q

Candidate for position must comply with District policies, possess a valid WA DL and insurance, ability to wear a phone headset, to sit or stand for extended periods and to bend or kneel and lift to 20 pounds

The above listing should not be considered all-inclusive. Employees will be required to perform other duties as assigned by District Management.

A pre-employment drug screening is required as well as a background check. All employees must comply with the District's Drug and Alcohol policy.

Application Process:

Applications can be found at the below link. They can be filled out and submitted from there or printed and returned to our office via mail or our drop box located at 2901 Perry Avenue Suite 15, Bremerton. Drop box and mail applications need to be in a sealed envelope and marked Attn. Peter Tonder. A resume and cover letter are required with all applications.

Upon review of applications, selected applicants will be contacted for possible interview or additional information.