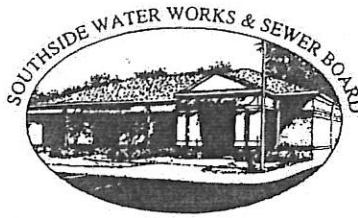


Board Members:

Randall Tallent
Jason Patty
Joe Creel
Gaylon Pierce
John Hatley



Brandon Sewell,
Superintendent
David Fry,
Assistant Superintendent
Jessica Phillips,
Office Manager
Shannon Dalrymple,
Accounts Manager

12.14.2021

Southside Water Works and Sewer Board is now accepting applications for a full-time office assistant. Normal work hours are 8:30 a.m. to 4:30 p.m, Monday - Friday.

This position involves daily office work including, but not limited to, the following:

Duties:

- Greet customers and assist them with their needs
- Take payments at counter and over the phone
- Answering and returning phone calls
- Checking and entering data into accounting and billing software
- Basic accounting functions such as tabulating deposits
- Managing petty cash
- Process incoming mail
- Maintain office filing and storage systems
- Handling inquiries and incoming work requests
- Perform work-related errands as requested such as going to the post office or bank
- Assist Office Manager and Accounts Manager with any additional tasks.

Requirements and Qualifications:

- High school diploma or equivalent
- Business training an advantage
- Two years office experience
- Knowledge of relevant software applications including Microsoft Office
- Advantage: Experience with Continental Billing Software, Sage Accounting Software

Key Skills:

- Organization and planning
- Competent Computer Skills
- Time management and prioritization skills
- Data Management
- Attention to detail and accuracy
- Problem-solving
- Adaptability
- Customer service orientation
- Verbal and written communication skills
- Confidentiality

Salary:

Starting pay will be \$12.00/hour and subject to increase based on education, qualifications, and experience.

Benefits:

Health Insurance including Dental and Vision, State of Alabama Retirement Benefits, Group Life Insurance

Applicants must pass pre-employment drug test. If hired, office assistant will be required to work a 90-working-day probationary period.

Applications may be requested in office or online at www.southsidewater.us and must be submitted on or before December 30, 2021.

Southside Water Works and Sewer Board is an Equal Opportunity Employer.