

BARLOW WATER

IMPROVEMENT DISTRICT *Phone (541) 544-2920 • Fax (541) 544-2005*

11 S. County Rd #B • Tygh Valley, OR 97063-9749

bwid@centurytel.net

Job Description: Office Assistant

Duties:

Posting of payments and adjustments to accounts

Prepare monthly billings

Maintains current and accurate account information

Posts meter readings and generates relevant reports

Generates reports associated with billings and meter readings

Filing of documents and reports

Answering and returning phone calls

Responding to inquiries, tracking sales and working with title companies and realtors to maintain current ownership records.

Creating deposit slips

Collecting mail and delivering items to post office on occasions

Occasional trip to town