

## Barlow Water Improvement District (BWID)

### Job Description

**Job Title:** Office Manager

**Status:** Non Exempt/Hourly

**Date:** 3/13/2018

This position reports to the Board of Directors of the Barlow Water Improvement District with primary direction from the Chairman of the Board. In his or her absence, this position will report to the Co-Chairman, Treasurer, or other Board member, in that order.

### Primary Job Purpose

Fulfill all activities of the office to support BWID, including but not limited to:

- Communication with members (customers)
- Prepare monthly billings
- Reconcile visa statement with receipts
- Work with the CPA and Treasurer on BWID accounts, billings, invoices, bank statements, etc. Ensure all bills are paid in a timely manner
- Post payments and adjustments to accounts
- Work with Treasurer and Operator to create a budget to be presented to the full Board
- Maintain accurate account information and an updated master list of all members of the District
- Work with Audit companies in ensure compliance
- Post meter readings and generate relevant reports
- Filing
- Answer and return phone calls regarding all aspects of BWID business



- Track home sales data, work with Title companies and realtors to maintain current ownership records, liens, obtaining copies of deeds etc.
- Post and ensure compliance with all governmental regulations, including safety
- Post KWH, gallons pumped and P&L charts monthly
- Prepare ballots for yearly elections
- Mail CCR to all customers as required by law
- Work with Insurance agent
- Notarize documents as necessary
- Update all BWID documents and manuals as needed or requested by the Board
- Create banking deposits for all BWID Funds
- Collect mail and ensure delivery of items to post office
- Make occasional trips to The Dalles regarding BWID business
- Update time sheets
- Order office supplies
- Attend and take minutes for Board meetings. Present in writing past and present monthly minutes
- Create the agenda and financial statement for the board meetings
- Work with Board members to ensure smooth operation of BWID office
- Fulfill other duties requested by the Board.

### **Minimum Job Requirements**

Be able to communicate with customers, board members, vendors and government agencies in a positive and professional manner. Demonstrate good verbal and written communications and follow up with customers to ensure that issues are completed in an efficient and effective manner.

Work independently toward goals in an organized and efficient manner.

Ability to utilize a variety of standard business machines including a PC, calculator and multi-functional devices. Needs knowledge and experience in using a variety of software applications. Ability to quickly learn and navigate through new software applications.

Demonstrate understanding of general accounting practices.

Ability to multi task and be flexible with daily changes in work assignments. Highly motivated to go above and beyond assigned activities to meet assignments and goals of BWID.

Conduct business in the highest standard and in complete compliance with District policies.

Maintain high regard for member privacy and security.

Responsible for quality and continuous improvement within the job scope.

Salary range for this position is \$15 to \$22 hourly

*approved:*

*Larry W. Lane*

*Daily*