

**MT. CRESTED BUTTE WATER & SANITATION DISTRICT  
JOB DESCRIPTION**

**9/30/18**

**ADMINISTRATIVE / FINANCE ASSISTANT**

**Position Title: Admin / Finance Assistant**

**Reports To: Finance Manager**

**Nature And Scope:**

This is a full-time, 40 hours per week position, that is responsible for daily office administrative and accounting duties as related to the operation of the MCBWS District. Updates the Office Manager of customer or operational information on a regular basis. Includes full benefit package.

**Principal Duties And Responsibilities:**

1. Receive and direct telephone calls. Assist customers with questions on status of their accounts. Take messages as necessary.
2. Incoming and outgoing mail, daily office routines.
3. Coordinate and assist Field Operators.
4. Data entry of payments, make bank deposits, maintain accurate multiple check registers, assist with delinquent accounts.
5. Data entry to Caselle accounting system.
6. Process invoices and spreadsheets.
7. Maintain existing customer accounts with information.
8. Assist or manage the preparation, sorting and processing of the billing.
9. Organizes and maintains files and records, miscellaneous clerical duties.
10. Assist with accounting processes including Accounts Payable, Accounts Receivable.
11. Other duties as assigned.

**Experience:**

1. Minimum 3 years experience in accounting systems and procedures.
2. Minimum 3 years experience in general office environment.

**Education:**

1. High school graduate.
2. College degree preferred or related work experience.

**Attributes:**

1. Ability to communicate and interact with personnel, customers to provide excellent customer service
2. Must work well independently with attention to detail and be an effective team member
3. Ability to prioritize, organize and manage multiple assignments to meet deadlines
4. Proficient in computer accounting programs
5. Knowledge of MS Office Products, Word, Excel, Internet Explorer or equivalent