

## Job Description

### **Administrative Assistant / Bookkeeper**

#### **General Definition**

The Administrative Assistant / Bookkeeper is a full-time or part-time hourly position at the Wastewater Treatment Authority. Primary responsibilities include processing accounts payable, preparing invoices, accounts receivable, filing and customer service. This position reports directly to the Authority Manager.

#### **Job Tasks and Responsibilities**

- Prepare monthly invoices for treatment charges from the contributing municipalities and sewer authorities.
- Apply proper code to accounts payable invoices and enter payables into QuickBooks.
- Process capacity applications and capacity purchases.
- Prepare bank deposits.
- Assist the manager with monthly board meeting preparation.
- Track industrial user expenses for annual billing.
- Assist customers with capacity application and purchase procedures.
- Research rates and maintain facility contracts such as Trash/Recycling, Phone Service, Cell Phone Service and Uniform Rental.
- Maintain office supply inventory.
- Maintain administrative files.

#### **Required Knowledge, Skills and Abilities**

- Possess a valid PA driver's license
- High School diploma or equivalent
- Basic Quickbooks knowledge or ability to learn.
- Knowledge and experience with Microsoft office programs such as Word and Excel
- Ability to establish and maintain effective working relationships with coworkers and management
- Possess good verbal and written communication skills
- Possess excellent organizational skills

Send cover letter and resume to [mmcgann@lpvrsa.org](mailto:mmcgann@lpvrsa.org)

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