



JOB OPENING

PART-TIME OFFICE CLERK

The Northern Moraine Wastewater Reclamation District has an immediate opening for a Part-Time Office Clerk. This is a non-exempt position responsible for assisting the District Clerk and Assistant District Clerk in the administrative, business-related and fiscal functions for the District. Tasks involve assisting with utility billing and the collection and maintenance of related records. Work also involves providing customer service to residents, handling billing problems, account maintenance, sending out past due notices and authorizing service shut offs. Tasks will also include assisting with accounts payable journal entries, budget preparation, general ledger maintenance, preparing purchase orders, etc. **Must be able to work the hours of 7:30 am to 4:00 pm, Monday through Friday. Must also have a COVID-19 vaccination, when available.**

A minimum of four years of experience in an office setting doing clerical work and handling payments is required. Other combinations of education, skills, experience and certification may be considered. Excellent oral and written communication skills are required. Starting pay is \$17.99-21.15per hour, depending on qualifications and certifications.

Interested individuals should email a cover letter and resume, including professional references to Mohammed Haque, District Manager at haque@nmwrd.org by 4:00 p.m. on Friday, April 23, 2021 to be considered.

The Northern Moraine Wastewater Reclamation District is an Equal Opportunity Employer.



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