



NORTHERN MORAINÉ W R D

JOB OPENING

OFFICE CLERK INTERN

The Northern Moraine Wastewater Reclamation District has an opening for a Office Clerk Intern. This is a non-exempt position responsible for assisting the District Clerk and Administrative 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 a minimum of 3 days a week between the hours of 7:30 am to 4:00 pm, Monday, Wednesday and Friday. Hours and days can be adjusted to meet your schedule. Position is limited to less than 1,000 hours per year.**

Experience of 1 year in an office setting doing clerical work and handling payments is desirable. Other combinations of education, skills, experience and certification may be considered. Excellent oral and written communication skills are required. Starting pay is \$19.31 to \$22.72 per 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 17 to be considered.

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



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