CATAWISSA WATER AUTHORITY

Position: Office Administrator
Full-Time
Monday-Friday, 7:30am – 4:00 pm, Unpaid ½ hour lunch, 12:30pm-1:00pm

Job Description:
Provide multi-faceted office administration support for the Authority by being responsible for all aspects of the business part of the Authority, customer activity, payroll, bookkeeping, and secretarial duties. This position reports to the Superintendent.

Main Job Tasks and Responsibilities include but are not limited to:

- Utility Billing – Recording customer payments, applying penalties & adjustments, etc.
- Water meter reading entry, printing & mailing water bills - Monthly
- Reconcile bank statements - Monthly
- Invoice reconciliation – As received
- Compile and record monthly accounting activity into Quickbooks
- Update asset accounts determine and record depreciation - Annual
- Develop annual budget with Superintendent's input
- Annually assist with financial audit by providing reports and review draft audit
- Monthly Authority Board meeting – Compile and provide information for the meeting with the Superintendent, compose the agenda, attend, provide financial reports, and write minutes.
- Attend other meetings as necessary.
- Write meeting and end of month checks
- Place orders for supplies as required
- Do staff payroll using Payroll Mate software and generate W2s – Payroll is bi-weekly
- File payroll reports to government agencies – Some bi-weekly, quarterly and annual
- Manage the pension, SIRA and HRA employee accounts, with report submittals – Some biweekly, quarterly and annual
- Review insurance and health insurance policies and annual policies' review with brokers
- Compose correspondence
- Compose and file grant applications with Superintendent – Usually annual
- Manage grant contracts, compiling and filing reimbursement paperwork – As necessary. Currently 4 active grants.
- Point of contact for payroll, employee benefits, insurance, grants and other administrative functions.
- Annual mailings of Consumer Confidence Report and Customer Service Line letters
- Answer calls, sort mail and greet visitors
- Assist Superintendent with special projects as needed
- Maintain neat, clean and orderly office environment
- Other duties as assigned
- Valid PA driver's license

Education and Experience

- At minimum, a High school diploma, or equivalent
- Knowledge and experience with relevant software applications – Quickbooks, Payroll Mate, Microsoft Word, Microsoft Excel and Email
- Experience in writing correspondence and documents
- Office administration
- Payroll
- Municipal/Utility experience and grant experience a plus

Key Competencies

- Verbal and written communication skills, including phone etiquette
- Attention to detail
- Confidentiality
- Good planning and organizational skills
- Customer-service oriented
- Self-motivated
- Reliability
- Proficient typing skills
- Proficient in spelling, punctuation, grammar and other language skills

Wage: Based upon knowledge, skills and experience