



North Chelmsford Water District
64 Washington St.
North Chelmsford, MA 01863
Anticipated Vacancy

Position: Office Assistant (*Full-Time*)
Starting Salary: \$25 to \$28/Hour
Schedule: 7AM-3PM, Monday through Friday (40 Hours/Week)

Open until Filled

Submit a cover letter and résumé to Paul Pires at ppires@northchelmsfordwater.com

As part of our team, you will be offered educational opportunities, paid license and longevity incentives, 100% health insurance coverage (including vision and dental) paid for by the District, and a competitive retirement package. Please note that successful candidates will be required to complete and pass a background check, pre-placement physical, and drug screen to receive an official offer of employment.

Responsibilities (*including but not limited to*)

Sorting and distributing mail, entering data into various software utilized by the District, maintaining organized and accurate records, following and assisting with the development of District Standard Operating Procedures, opening customer mail payments and creating batch(es) for posting, posting payments (including electronic payments) to customer accounts using CUSI billing software, reporting payment breakdown(s) to the Office Manager/Treasurer, communicating with customers, vendors, contractors, municipal departments, and employees, turning over cash and checks received to the Office Manager/Treasurer, general office support duties (such as copying, faxing, filing, answering/returning phone calls and emails, scanning documents, etc.), processing Final Readings, assisting the Officer Manager/Treasurer with all billing and mailing (may include data entry, filing, collating, bill preparation, and envelope preparation), communicating with the Town of Chelmsford Sewer Division, keeping the interior of the Office building clean and organized, assisting the Office Manager/Treasurer with any requested task(s), and other tasks as assigned. In the Office Manager/Treasurer's absence, the Office Assistant shall provide support to the Superintendent and complete assigned tasks in addition to regular duties.

Minimum Qualifications

- Ability to read, write, comprehend, and communicate in English
- Thorough knowledge of general accounting and auditing principles
- Ability to assist the Office Manager/Treasurer with the Annual Audit
- High school diploma or GED equivalent
- Minimum of two (2) years' experience in a related position and environment
- Excellent attention to detail, organizational skills, time management/efficiency, multitasking ability, patience, communication, and customer service
- Computer proficiency, including Microsoft Word/Excel (specific software training will be provided)
- Ability to identify and resolve data discrepancies
- Operation of basic equipment, including (but not limited to): handheld scanners, computers, printers, fax machines, phones, copy machines, 10-key calculators, etc.
- Ability to work both independently and as part of a team
- Experience with cash handling
- Valid United States state-issued Driver's License with clean driving record

Preferred Qualifications

- Ability to read, write, comprehend, and communicate in language(s) other than English
- Experience with CUSI, Microsoft Publisher, Neptune360, and CrossTrack
- General water-related knowledge
- Certified Personal Accountant License/Certificate
- Notary Public