

AUBURN WATER DISTRICT
75 CHURCH STREET – PO BOX 187 – AUBURN MA 01501
(508) 832-5336 FAX (508) 832-5338

Commissioners

Joseph V. Miller III-Chairman
Terrence J. Hastings-Vice Chairman
Alexander L. Spanos

Clerk

David P. Doherty
Treasurer
Timothy Harrison

Superintendent

Gregory Woods

Office Manager
Auburn Water District
Auburn, MA

The Auburn Water District is seeking qualified applicants for a full-time Office Manager. Under the direction of the Water Superintendent, the Office Manager is responsible for organizing, maintaining, and managing all administrative activities, processes, and programs to ensure the smooth running of the office on a day-to-day basis. This includes making sure all relevant records and reports are updated and recorded properly. This highly responsible and self-motivated position reviews and manages all water billing and accounting functions/computations related to the general ledger for all financial income/expenses, purchasing, and payroll matters.

An Associate's degree in finance, public administration, business administration or related field and a minimum of five (5) years' experience in office work that provides the appropriate knowledge, abilities, and skills to perform the work. Must be proficient in operating computers, QuickBooks, and Microsoft Office Suite (primarily Word and Excel), entering and retrieving data on various District software programs, and an understanding of general ledger, accounts receivable and payroll systems. Previous supervisory experience is preferred. Strong interpersonal skills are necessary to effectively interact with all members of the staff, District Commissioners and the general public. Please see the District's website for the full job description.

Salary will be commensurate with experience.

Qualified candidates should submit a letter of interest, resume and references to:

Greg Woods, Superintendent
Auburn Water District
PO Box 187
Auburn, MA 01501
gwoods@auburnwater.com

This position will be open until filled; however, resumes will start to be reviewed as they are received. The District is an EEO/AA employer. All applicants must be eligible to work in the United States. Please note this job posting is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job.