

# TOWN OF MECHANIC FALLS

## JOB DESCRIPTION

**POSITION: WATER DEPARTMENT OFFICE MANAGER**

### **Nature of work:**

- This position is responsible for varied accounting and clerical work requiring a considerable knowledge of the principles of bookkeeping for a public utility.
- Employee has considerable independence of action in the disposition of routine matters and in receiving complaints, giving information, and other public contact work. The employee is responsible for the performance of complex and varied accounting and clerical assignments involving the application of bookkeeping skills of the complete set of water department books and accounts.
- Work is normally carried out in accordance with only general instructions under the general supervision of the Water Department Superintendent, and is subject to occasional review of methods and results.

### **Essential Duties and Responsibilities:**

- Assists the Superintendent in finance administration.
- Receives and deposits receipts; makes bank deposits; analyzes progress of receipt and expenditure totals and the department's cash positions.
- Maintains general and subsidiary records according to established account classifications, but involving a considerable range of accounting methods; posts entries from supporting records; balances against other records; prepares periodic reports, summaries, and statements from these records.
- Is responsible for getting all bills approved and paid.
- Assists the Superintendent with water utility reporting requirements and associated record keeping.
- Performs related work as required.

### **Requirements of work:**

- Considerable knowledge of modern office practices, procedures, equipment and computers including accounting software.
- Considerable knowledge of an administrative operation and procedural regulations and practices of the various departments.
- Considerable knowledge of bookkeeping principles and procedures, particularly as applied to governmental accounting.
- Ability to keep varied records and to assemble and organize data.
- Ability to perform complex accounting work accurately and rapidly.
- Ability to exercise judgment and initiative in analyzing and evaluating accounting problems and in developing or recommending modifications and improvements in existing accounting procedures.
- Ability and initiative to use resourcefulness and tact in meeting new problems.

- Ability to deal courteously with the public and maintain effective work relationships with other employees and the public.
- Ability to express thoughts clearly and precisely both verbally and in writing.
- Skill in the operation of office equipment.

**Training and Experience Required:**

Considerable experience in bookkeeping and accounting work of a progressively responsible nature involving a complete bookkeeping system and contact with the public; graduation from high school including or supplemented by courses in bookkeeping and general commercial subjects; or any equivalent combination of experience and training. Associates degree in Business is preferred.

**Additional Information:**

Hours: 25/week

Overtime: As needed

Supervisor: Water Department Superintendent

Starting Pay: \$15-16/h

**Physical Requirements:**

Sedentary, Ability to determine appropriate time for stretches, and occasionally lift up to 50 pounds

Mechanic Falls is an equal opportunity employer.