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## EMPLOYMENT OPPORTUNITY AT WELLS SANITARY DISTRICT

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### Full-Time Assistant Office Manager

Wells Sanitary District is seeking a Full-Time Assistant Office Manager. The candidate shall be responsible for providing daily administrative services for the Wells Sanitary District customers and employees. This position reports to the Superintendent but will take daily direction from the Office Manager. Duties include but are not limited to preparing and maintaining customer data for sewer billing; accounting operations, coordinating employee benefits, payroll processing, accounts payable, accounts receivable, general human resource functions, providing excellent customer service, and performing additional tasks as assigned.

The successful candidate should possess the following:

- Associate degree in business administration or accounting.
- Minimum of 5+ years professional clerical, data entry and customer service.
- Experience with general accounting practices.
- Hands-On experience in the operation of computers, scanners & financial software.
- Knowledge of manual and electronic filing systems, building an electronic filing system, creativity with troubleshooting of procedures and processes as needed.
- Skilled with providing exceptional customer service within a high call-volume phone-oriented organization.
- Strong knowledge of various software platforms.
- Excellent time management, multi-tasking and prioritization skills
- Strong work ethic, attention to details and team player
- High degree of professionalism and courtesy
- Decision-making, problem-solving, and analytical skills
- Excellent written and verbal communication skills
- Solid interpersonal skills required. Must be adaptable and resilient to different personalities and backgrounds.
- Dependable, ability to follow instruction, and respond to management direction and solicit feedback to improve performance.

Wells Sanitary District offers an excellent long term benefit package. To apply, please submit a cover letter, resume and three references to:

Betsy L. Oulton, Human Resources Director  
betsy@hrmaineconsulting.com

**Open until filled. We will begin reviewing all candidates on August 21, 2024**

Wells Sanitary District is an Equal Employment Opportunity Employer and is committed to excellence through diversity in its staff. We strongly encourage all qualified individuals to apply.