

Myoma Water Company
Job Description
Administrative Assistant Accounts Payable

Perform a variety of routine to difficult administrative duties, office support, customer service, accounts payable, and records management functions of a water utility. Provides technical support in areas such as project tracking and database management. Assist in the development and maintenance of Company records. Develops and maintains an extensive filing system, and ensures proper filing of documents such as; work orders, applications, plans, operational records, purchase orders, and accounts payable files. The applicant will perform a variety of office-related functions, including the operation of computers, preparation of correspondence, the printing of materials, answering phones, and responding to inquiries from vendors, contractors, property owners, customers, and the public. Furthermore, this position performs receivable/payable responsibilities ranging from purchase order entry, check printing and distribution, and vendor correspondence. Maintenance of the bank reconciliations, payable databases, and financial spreadsheets as well as any related duties as assigned.

Qualification Guidelines:

Knowledge of:

- Techniques used for customer service in person, on the phone and in writing;
- Business English, including spelling, grammar, punctuation, and vocabulary;
- Standard office administrative practices and procedures, including business writing and operation of standard office equipment; principles and practices of record keeping;
- Use of equipment and communications tools used for business functions and task coordination, including computers, word-processing and software programs;
- General principals of accounting, consolidating data, researches and compiles information for spreadsheets and reports.

Ability to:

- Perform a wide variety of difficult and responsible clerical and administrative work with limited supervision
- Prepare clear, accurate and timely computerized data and records management.
- Understand and carry out oral and written directions independently
- Adhere to multiple deadlines and handle multiple projects
- Independently set up and maintain records and complex files
- Assemble data and prepare reports
- Perform accurate mathematical calculations and account reconciliations
- Operate standard office equipment, 10 key calculator and MS Office
- Communicate effectively orally and in writing
- Learn and apply pertinent rules and regulations of the company
- Maintain courteous and cooperative working relationships;

Education, Experience, Licenses and Certifications

Education: Equivalent to a High School Diploma.

Experience: A minimum of two years of general office experience; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing & Certifications:

- Type at net speed of 50 words per minute
- Valid California Driver's License
- Ability to become a notary public

Physical Demands & Work Environment

Physical Demands: While performing the duties of this job, an incumbent is regularly required to sit, talk or hear, in person and by telephone; use hands repetitively to operate finger, handle, or feel standard office equipment; and reach with hands and arms. Incumbent is frequently required to walk, stand, kneel and bend and lift up to 10 pounds. Specific vision abilities required by this position includes close vision and the ability to adjust focus to computer monitors and other standard office equipment.

Work Environment: Incumbents are not substantially exposed to adverse environmental conditions. Work is performed mostly in office settings. The noise level is usually quiet to moderate.

Application Procedure

An Application is required for consideration for this position and is available online at www.myomawater.com, by email at service@myomawater.com, by mail or request from Myoma Water Company office (760) 772-1967. Resumes will not be accepted in lieu of a completed Myoma application. Please direct any questions to Michele Donze. ext. 102

The provisions of this notice do not constitute an expressed or implied contract. Any provision in this notice may be modified or revoked without notice. Persons selected for employment will be required to take, and pass, a pre-employment physical, drug screen and background check. They will also be required to present documents establishing qualifications, personal identity and the legal right to work in the United States. The Company makes reasonable accommodations for the disabled. If candidates require special arrangements to participate in the interview process, they should state their needs when invited to participate in an oral panel interview. Myoma Dunes Water Company is an Equal Opportunity Employer.