

Seeking Qualified Applicant for:

Rural Water District Office Administrator. Will be in charge of Bookkeeping, Billing & Collections, and Customer Relations.

Qualifications Required:

- Punctual, Organized, & Systematic consistency
- Proficient in RVS Utilities database management
- Proficient in Quickbooks Pro Desktop
- Proficient in Bookkeeping to include Payroll and Taxes
- Proficient in MS Word, Adobe Pro, and electronic filing
- Proficient in all office machine operations
- Experience in Customer Billing and Collections
- Skilled in Customer Communications and conflict resolution
- Willingness to work odd hours/some weekends to meet EOM, and FOM systems' requirements
- Bachelors Degree desired but not necessary

Pecan Valley Rural Water District is an Equal Opportunity Employer.

Submit resume and application to Pecan Valley RWD by email:

pecanvalleyrwd@gmail.com

or by mail to:

Pecan Valley RWD

12 Winding Creek Rd

Lawton, OK 73505