

OFFICE MANAGEMENT POSITION

The Black Canyon City Water Improvement District (BCCWID) is seeking a qualified individual for the position of Office Manager. Credentials needed:

Accounting/Financing Degree; or equivalent experience
Knowledgeable in QuickBooks accounting system
Experience with bank reconciliations, budgets, billing & accounts receivable, accounts payable, financial reports, depreciation schedules & inventory records
Maintain office & Public relations
In-Hance Water software used for billing and customer files; Experience a plus, but can train

In addition to accounting/office work, candidate will also work with the Board and keep records in accordance with the District's Policy Manual, prepare Board packets & attend Board meetings

Please send resume via email to:

office@bccwid.org