

Dix-Kell Water & Sewer Commission is now accepting resumes for the position of **Secretary-Treasurer** at the office located at 100 W. South Street, Dix.
You can also email your resume to DKWSC@outlook.com

Job Description for Secretary-Treasurer

Employment Status: Full-Time

Experience Required: Prior experience in basic bookkeeping, budgeting and financial reporting

Minimum Education Requirements: High school diploma/GED

Direct Supervisors: Dix-Kell Water & Sewer Commission Board and Operator

Job Summary: The Secretary-Treasurer conducts all of the administrative work of Dix-Kell Water & Sewer Commission, thereby providing a level of organizational stability necessary to continue operations.

Essential Job Functions:

- Manages the finances and bank accounts, reporting on the financial status to the Commissioners at monthly board meetings
- Payroll
- Collect monthly water & sewer payments
- Deposits all money collected, and pays all debts incurred
- Input monthly meter readings into database
- Prepare monthly water & sewer bills
- Maintain customer database
- Maintain employee records
- Maintain QuickBooks
- Provide and maintain OSHA, IEPA and departmental safety training material for Operator and Laborer
- Any duties that the Commissioners or Operator will ask you to perform.

Knowledge:

- Have a good working knowledge of QuickBooks
- Prior experience in basic bookkeeping, budgeting and financial reporting.

Skills:

- Handle stress effectively without it interfering with performance.
- Organize, set priorities, and exercise sound independent judgment within areas of responsibility.
- Communicate clearly and effectively, both orally and in writing.

Abilities:

- Establish and maintain highly effective working relationships with other employees and the public.
- Work alone and make decisions with little to no supervision.
- Act effectively in emergency and stressful situations.
- Adhere to all OSHA, IEPA and departmental safety policies and procedures.