

# Position Opening

## Office Manager

Sumter County Water Authority has an opening for a full-time **“Office Manager.”**

This position includes managing office personnel for utility billings, account maintenance, and customer payments; completing daily & monthly reports; handling customer concerns; and making deposits.

Candidate must also have knowledge for preparing monthly financial reports, overseeing monthly water usage readings, processing payroll/accounts payable, and processing monthly/quarterly taxes and other forms.

We are seeking an individual who possesses good interpersonal skills who is organized, has good troubleshooting skills, and is able to make suggestions for improvements.

Additionally, candidate must be bondable, able to operate our computer billing and collection system and is well versed in the use of Microsoft Word, Excel, and QuickBooks. A typing test will be given.

The position qualifies for health insurance benefits and the Retirement System of Alabama.

Applications can be picked up from Calvin Scott, Manager @ Sumter County Water Authority between the hours of 8:00 am – 4:30 pm. Applications will be accepted until the position has been filled.

Deadline: April 21, 2025 @ 4:30 p.m.

Sumter County Water Authority is an equal opportunity employer and does not discriminate based upon race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age, disability, or genetic information.