

## **West Iredell Water Corporation Employee Duties**

### Office Assistant

1. Regular work hours will be 8:00 am – 4:00 pm, as requested.
2. Make daily bank deposits as necessary.
3. Answer the phone and assist customers as needed.
4. Help make sure water bills are completed and mailed each month.
5. Post all payments on the computer.
6. Keep accurate records of payments, taps, memberships, and misc. income
7. Help ensure all payables are paid in time as needed.
8. Make sure tax deposits are made before the 15<sup>th</sup> of each month as needed.
9. Type letters, etc. as needed.
10. Upload files for meter reading for billing purposes as needed.
11. File, make copies, etc. as needed. Maintain an up-to-date filing system.
12. Go to post office as needed.
13. Lock up money and the office at the end of the day as required.