

Administrative Assistant/Front Desk

Genesee Water and Sanitation District has an opening for an in-person, full-time Administrative Assistant.

The District office is located in beautiful Genesee, a residential mountain community approximately 8 miles southwest of Golden, Colorado. The small office setting is unique, with a very friendly, team-oriented group of employees.

Job Summary

This position provides administrative support to 9 employees. The successful candidate will bring organizational skills and attention to detail, along with a willingness to learn and grow in the position. This position will provide general office duties including answering phones, responding to customer questions and inquiries, data entry, processing customer payments, entering invoices, ordering supplies, scanning and maintaining filing systems, preparing reports, and creating and maintaining spreadsheets.

Responsibilities include (but are not limited to):

- Reception – answering calls and greeting customers
- Exceptional customer service
- Customer billing
- Accounts receivable/payable
- Preparation of service orders such as customer requests, utility location requests
- Sending/receiving mail and packages
- Organize and maintain physical and electronic files

Minimum Requirements:

- Punctual and reliable
- Strong work ethic, positive problem-solving attitude, and enthusiasm for the work performed
- Organizational skills, the ability to prioritize work, meet deadlines, and stay on task when completing special projects and daily assignments
- Computer skills, including the ability to utilize Microsoft Office programs (Word, Excel, PowerPoint) and learn new software and systems
- Demonstrates initiative and actively seeks out ways to improve
- Great interpersonal skills and excellent customer service
- Proofreading, grammar, punctuation, and formatting skills, including the ability to maintain consistency and be cognizant of details
- Ability to organize, and plan meetings and/or occasional events
- Ability to maintain accurate and detailed records
- Oral, written, and listening communication skills, including the ability to accurately interpret what others are saying, convey messages, information, concepts, and details accurately and clearly
- Ability to work under pressure, manage multiple concurrent and competing tasks and responsibilities, and adapt to changing priorities
- Ability to work independently with minimal supervision and reliable professional judgment, as well as collaboratively with a team to achieve desired results
- Ability to self-start and take initiative in completing daily tasks and special projects
- ****Due to the location, reliable transportation is required.**

Preference is given to candidates with the following skills/experience:

- Bookkeeping and/or accounting
- Caselle – Government Accounting Software

Hours:

Monday – Friday, 8:00am - 4:30pm

Starting Salary: \$47,840 – 58,240

Benefits

- Competitive salary
- Full health benefits – medical/dental/vision/life
- Retirement benefits – 401(a), 457(b)
- Generous paid time off (general leave)
- Opportunity for advancement

Interested applicants should direct their resumes to:

Erin Carriere, Director of Administration - ecarriere@geneseewater.com