



Job Title: Part-time Office Billing Clerk

Position Starts: When filled

Company Description: The LCRD is an irrigation district that provides irrigation, domestic water and sewer services to the community of Manson located on Lake Chelan.

Job Description and Responsibilities: Under the direct supervision of the Office Manager, the job functions include:

- Perform various billing, collection, typing, filing, telephone receptionist and appointment scheduling tasks together with other routine secretarial tasks as needed.
- Customer service at the counter and on the telephone to ensure efficient and professional response to customer inquiries and concerns. Contribute positively to the team environment.
- Inventory and maintenance of office supplies and equipment necessary to the function of the office
- Research and maintain mailing lists, customer records, and parcel ownership information
- Problem solving skills using basic mathematics

Minimum Education, Training & Experience:

- High school diploma or GED is required.
- Proficiency in MSOffice products and additional education or training in business or accounting equivalent to two years work experience in a related field is desirable.
- Bilingual a plus.
- Physical ability to lift 20 lbs. and carry it for a minimum of 100 yards including up and down stairs.
- Ability to work with customers and co-workers in a positive manner contributing to the team environment.
- Washington State Driver's License

Salary Range: \$18/hour to \$22/hr

Benefits: Not available for temporary or part-time employees.

Application: Apply by submitting your District application, resume and cover letter by e-mail to staff@lcrd.org. Position open until filled. First application review 12/16/2019.