

**Murdale Water District**  
**8598 Old Highway 13, Murphysboro, IL.**

**HELP WANTED – Administrative Assistant for Billing – Full Time (35 ~ 40 hours per week)**

**Functions and Responsibilities....**

Make bank deposits daily

Post electronic payments into the billing database daily

Data entry of monthly meter readings into the billing database, filing of subsequent billing reports, keep accurate track of water accounts in database.

Print water bills and prepare them for USPS mailing – monthly

Prepare and mail disconnect notices to delinquent customers – monthly

Submit service orders to water operators for daily completion

Field telephone inquiries from customers regarding their water accounts

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**MINIMAL QUALIFICATIONS**

High School Diploma

Computer knowledge and skills

Experience in office procedures

Ability to organize time and work independently

Knowledge of accounts payable and receivable

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Generous benefits including scaled vacation, sick (personal time), longevity bonus, holidays are offered. A simple IRA is offered upon 2 years of service.

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Applications may be picked up or resume's may be dropped off at the District's 8598 Old Highway 13 office, Monday ~ Friday 08:30 a.m. to 5:00 p.m.

***The Murdale Water District is an equal opportunity employer.***