



JEFFERSON COUNTY RURAL WATER DISTRICT #13

1951 Wellman Road
Lawrence, KS 66044

(785) 842-1502
www.jfrwd13.com

Please send cover letter and resume to: linda@jfrwd13.com

Office Operations Manager:

Wage: Starting Annual Salary: \$50,000.00

Health Insurance Stipend: \$1,000.00/month

KPERS-Kansas Public Employees Retirement System: Employee contributes 6.0% , Employer contributes 8.9% plus 1% for Death & Disability Ins. (of Gross)

Vacation: See chart

Years of Service Completed	Vacation Accrual Rate
	Per Year
0-5 years	10 days
6-10 years	15 days
11 + years	20 days

Sick Leave: 48 hours/annual

Paid Holidays: 8 total

Personal Days: 3 total

Clothing Stipend: \$200.00/annual

OFFICE OPERATIONS MANAGER DUTIES & RESPONSIBILITIES

Financial Activities –

- Prepare and mail/email billings for the District
- Apply billing payments to customer accounts
- Prepare and deposit all incoming funds (checks & cash)
- Record all appropriate transactions to QuickBooks Pro and Sequoyah Billing Software
- Reconcile bank accounts – checking and credit accounts
- Create documentation and internal reports related to deposits/receipts
- Prepare payments/invoices/checks for payment at monthly board meetings
- Prepare financial reports for monthly board meetings
- Create annual budget in coordination with Plant & Distribution Operations Manager

Reporting Activities –

- Create and distribute all materials for monthly board meetings in consultation with the Chairman of the Board and Plant & Distribution Operations Manager. Reports include but are not limited to:
 - Financial Reports (payables/payroll/income statement/balance sheet)
 - Customer Activity Reports (transfers/delinquencies/new benefit units)
 - Other reports as requested
- Prepare board meeting minutes

Water Distribution Operations –

- Process all required documentation, paperwork and supporting files for new meters and transfers.
- Create/update electronic billing for the new or transferred meters.
- Coordinate with Plant & Distribution Operations Manager regarding information the District requires for system extensions to new customers.
- Manage accounts payable activities – notifications to delinquent patrons, follow-up calls, etc.
- Provide consistent and accurate responses to patrons' and applicants' questions and concerns either by phone or in person, including but not limited to:
 - District bylaws, rules, and regulations
 - Billings and payments
 - Other District or service-related matters
- Provide field assistance to Plant & Distribution Operations Manager including but not limited to:
 - Communication to affected customers during service outages
 - Contractor coordination for repairs & billing of contractors
 - Easement-related preparations/access
 - Feasibility process assistance
 - Process work orders
 - Process Kansas One-Call Tickets/Locates
 - Assist Plant & Distribution Operations Manager in District emergency situations, including after-hours work
- Manage annual meeting of membership – notice publications, reporting provided, etc. in coordination with Plant & Distribution Operations Manager and Board

General Office Management

- Open, distribute and process all incoming paper and electronic mail, including water payments
- Prepare newsletter
- Maintain contact/phone log, new meter interest file, others as appropriate
- Maintain adequate office supplies in District office
- Maintain a clean, organized and professional District office
- Track vacation and sick leave accruals
- Update District website as needed
- Provide administrative support as needed – KRWA conference, etc.