

Oak Creek Water District

“Serving West Sedona Since 1953”

90 Oak Creek Blvd

Sedona, AZ 86336

928 282-3404 – info@oakcreekwater.com

Business Manager / Bookkeeper

Reports to General Manager and Board of Directors

Job Functions, but not limited to:

Responsible for accounts payable, account receivable, payroll and general bookkeeping. Responsible for financial record keeping and reporting to governmental agencies. Responsible for development and maintenance of automatic check debiting for customer and online banking functions. Responsible for creating and mailing bills the last week of every month.

Answers phones and serve as the first point of contact in front of the office. Assist Board Members, customers with questions, reports, billing information, service tasks, research, etc. Onsite customer service.

Assist with management of the financial aspects of operations. Through understanding of financial systems and in-house systems of front and back office. Set and track operations budgets and sub-budgets. Assists with development and maintenance of accurate records & compliance of applicable business rules regulation, laws, etc with all Governmental and Utility regulations. Develops, prepares and delivers all customer, regulatory and corporate reporting requirements for the company.

Available to members and customers when needed.

Follow company by-laws.

Other duties as assigned