



Napoleon Community Rural Water Corp

PO Box 107

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Napoleon IN 47034

napwatercorp.com

812.852.4374

Job Opening

We are seeking a part-time Office Clerk to replace our current employee who is retiring this year.

The successful candidate must have excellent computer skills, strong customer service skills, an understanding of general accounting principles, and the ability to work independently.

The Clerk reports to the Office Manager who will assign tasks each week. Typical duties include paying bills, entering payroll, receiving customer payments, updating our customer database, and creating correspondence and reports using Word, Excel and Outlook.

The Clerk works each Wednesday from 7:30-4 or 8-4:30 with a 30-minute unpaid lunch. The Clerk also provides coverage for the Office Manager's 3 weeks of vacation and 6 personal days each year. During training the new hire will work up to 5 days per week.

The salary will be based on experience. There are currently no benefits.

If interested, please email resume to naph2o@etczone.com or mail to Napoleon Water, PO Box 107, Napoleon IN 47034.