Northeastern York County Sewer Authority

Job Description

Job Title: **Assistant to Office Manager**	Standard Hours: **25-32 hours per week**
FLSA Status: **Non- Exempt**	Pay Rate: **$17-$19/hour DOE**
Reports to: **Office Manager**	Date: **September 28, 2026**
Location: **Mt Wolf, PA**	

Job Summary:

The Assistant to the Office Manager is responsible for providing daily assistance to the Authority's Office Manager in all areas including reception, office administration, bookkeeping, accounts receivable and accounts payable. Direction is received from the Office Manager and occasionally the Authority's Plant Superintendent.

Responsibilities may include:

- Administering payroll and invoice payments as necessary.
- Facilitating billing of Authority's customers.
- Answering customers' questions regarding their utility accounts.
- Receiving (in person and by mail) and posting customers' utility payments.
- Delinquent account collections (phone calls, sending notices)
- Providing information, clerical support to the Authority.
- Answering telephone, email, other correspondence as needed.
- Maintaining paper and electronic files.
- Appropriately accounting for funds received.
- Other related duties as assigned.

Requirements: Knowledge, Skills and Abilities:

- General knowledge of wastewater treatment plant processes (preferred, not required).
- Ability to follow written and oral instructions.
- Knowledge of basic accounting principle and financial practices, basic math required.
- Proficiency in basic computer skills such as: Email, Word, Excel, printing, scanning, faxing and financial software programs.
- Ability to exercise professional judgment, courtesy, tact and confidentiality when dealing with the general public, staff and Board members.
- Work independently and in a team environment.

- Excellent communication skills, both written and verbal.
- Experience in clerical support position, with strong customer service and organizational skills as well as strong attention to detail.
- Ability to follow safety policies and procedures of the Authority.
- Ability to be insured by the Authority's motor vehicle insurance carrier.

Minimum Acceptable Training And Experience:

- High School Graduate.
- Three (3) years office experience.

Essential Physical Job Requirements:

- Lifting/Carrying: Ability to occasionally lift up to 25lbs.
- Pushing/Pulling: Ability to occasionally lift up to 25lbs.
- Standing/Walking: 1-3 hours
- Sitting/Bending/Driving: 1-3 hours
- Repetitive Use of Hands/Feet: Dexterity

Physical Demands: the physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to use hands to handle, or feel objects, and talk or hear. The employee is required to stand; walk; reach with hands and arms; climb or balance; and stoop or kneel. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust and focus.

Work Environment: the work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee may be exposed to odors and dust. The noise level associated with this job is moderate.