



Job Title: Operations Specialist with Accounts Payable Duties

Location: Heard County Water Authority

Position Type: Full-Time

Job Summary: The Operations Specialist with Accounts Payable Duties will be responsible for performing and optimizing operational processes while handling all aspects of accounts payable and receivable. This role requires a detail-oriented individual with strong analytical skills and the ability to work collaboratively across departments. The ideal candidate will also be responsible for customer service functions, taking and processing customer payments, and general office duties.

Key Responsibilities:

- **Operations Duties:**
 - Help carry out operational processes that enhance efficiency.
 - Coordinate with various departments to ensure smooth workflow and communication.
- **Accounts Payable and Receivable:**
 - Process and verify invoices and purchase orders, ensuring accuracy and timely payments.
 - Reconcile accounts and resolve any discrepancies.
 - Maintain vendor records and manage relationships with suppliers.
 - Process customer payments and assist with accounts receivable.
 - Assist in financial reporting and budgeting processes.
 - Ensure compliance with accounting principles and company policies.
- **Customer Service:**
 - Handle customer inquiries and provide exceptional service.
 - Process water service applications and create customer accounts.
 - Address and resolve customer issues promptly and professionally.
- **General Office Duties:**
 - Perform general administrative tasks such as filing, data entry, and managing office supplies.
 - Support Executive Director, Department Heads and Office Manager and HR functions as needed.
 - Assist in preparing financials for board meetings and other reports.
- **Qualifications:**
 - Must have a high school diploma or its equivalent (G.E.D. Certificate)
 - Proven experience in office operations, accounts payable, and accounts receivable.
 - Proficiency in QuickBooks and Excel is preferred.
 - Strong organizational and multitasking skills.
 - Excellent communication and interpersonal abilities.
- **Benefits:**
 - Wonderful benefits package.
 - Opportunities for professional development and growth.
 - Collaborative and supportive work environment.