



## Supervisor: Customer & Administrative Services

### About Water District 19:

Established in 1925, Water District 19 is the largest of Vashon-Maury Island water purveyors, serving the town core and beyond. The District is currently seeking a self-motivated and enthusiastic individual to perform and manage customer and administrative services. We offer competitive wages, great benefits and rewarding work environment.

### Job Summary:

We are seeking a meticulous and detail-orientated individual to manage customer & administrative services for Water District 19. This role will be responsible for maintaining financial records, managing accounts payable and receivables, reconciling bank statements, journal entries, and ensuring accuracy in financial reporting. This position will also be the point of contact for benefits and payroll. The Supervisor, Customer & Administrative Services oversees front office workflow, maintains District records, attends and takes minutes for monthly board meetings held after normal business hours. This position requires a self-starter with strong organizational skills, problem-solving abilities, the capacity to work independently, a keen eye for detail, and proficiency in QuickBooks Accounting for Desktop. This is a full-time, non-exempt position. Starting wages dependent on skills and experience: \$35.00 -\$40.00/hour.

### Position Requirements:

- Proficiency in accounting practices: ledgers, journal entries, account reconciliations, etc.
- Computer skills: QuickBooks software, and with Microsoft Office (Word, Excel, PowerPoint and Outlook).
- Experience in business, public administration, human, customer service and/or finance.

### Benefits:

- Medical and dental insurance through Washington Healthcare Authority (PEBB)
- Training and education opportunities
- 11 paid holidays
- Accrued vacation and sick leave
- State of Washington PERS retirement plan

To apply: Send a cover letter, resume and/or requests for additional job details to [water19@water19.com](mailto:water19@water19.com) or mail to:

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