

PART-TIME ADMINISTRATIVE SUPPORT CLERK

Approximately 25 hours per week to start. Position may become a full-time position in the future.

The Morrisville Municipal Authority has a position available for a detail oriented individual to handle administrative duties. Minimum of 3 years of experience in an administrative role is required.

REQUIREMENTS

The ability to manage multiple tasks and projects simultaneously to meet deadlines. Must be a self-starter, able to work independently with little supervision in a team environment, have strong verbal and written communication skills, and be able to handle confidential information appropriately. Attention to detail is required.

Must be comfortable answering phone calls and greeting customers. Accurately applying water and sewer payments to customers' accounts.

Familiarity with generally accepted accounting principles and the ability to perform accounts payable and accounts receivable functions is required.

A college degree preferred but equivalent combination of education and experience will be considered. Proficient in Microsoft office suite (excel, word). Salary commensurate with experience.

Please send resume or letter detailing work history and compensation requirements to:

Joan Diretto, Assistant Executive Director

jdiretto.mma@gmail.com