



Administrative Assistant

Boxelder Sanitation District, located in Fort Collins, Colorado, seeks a full-time Administrative Assistant to join our team. This position is the first point of contact for customers and visitors, both in-person and over the phone, and also entails performing a variety of administrative functions, tasks and other responsibilities as assigned by the Finance Manager.

Essential Duties/Responsibilities:

Responsibilities encompass multi-task office support functions ranging from clerical, customer relations/reception to administrative support.

Customer Service:

- Answer the telephone, handle walk-in customers, check customer files and computer accounts, set up new accounts and handle other processes as needed.
- Interact with customers, builders and developers via phone, email or walk-in.
- Process payments and generate receipts.

District Administrative Tasks:

- Order and maintain office supplies.
- Prepare boardroom for meetings and restock boardroom and copy room as needed.
- Organize information including scanning, typing, printing, photocopying, sorting and preparing mail.
- File and maintain filing system, with assistance from other staff.
- Complete daily cash report and prepare daily bank deposit in coordination with other administrative staff.
- Town run on daily basis to make bank deposit, pick up mail, or run other business errands.
- Prepare closing estimates for title companies.
- Enter monthly meter reads
- Process autopay applications.
- Coordinate meals for staff meetings and board of director meetings.
- Track employee clothing expenses and orders.
- Miscellaneous, as directed, by Finance Manager and other staff members.
- Creates a team environment by providing effective communication, maintaining a positive atmosphere and helping others to succeed.

Job Qualifications:

Knowledge, Skill and Ability

Ability to read and speak English; Ability to perform mathematical calculations related to job responsibilities. Ability to work in stressful situations, under time constraints and cooperate with

others in a team environment. Have a good understanding of software programs and principles needed to perform responsibilities (e.g. Word, Excel, Springbrook). Operate a 10-key calculator by touch. Must maintain a good motor vehicle driving record and drive daily to run business errands.

Education & Experience

High school diploma or GED equivalent. Experience in a customer service environment required. Reception desk and/or accounts receivable experience highly preferred.

About Boxelder Sanitation District

Boxelder Sanitation District, located in Fort Collins, Colorado, responsibly provides waste water treatment to protect public health and the environment. To learn more about us, please visit www.boxeldersanitation.org.

District benefits include:

- Medical, dental and vision insurance
- Pension plan
- Optional 401(k) plan
- Paid holidays, vacation and paid time off
- Life insurance
- Professional development opportunities

EOE

How to Apply

To apply, please email your cover letter and resume to recruiting@boxeldersanitation.org.