



Carroll County Water District #1 is accepting applications and will be hiring for the position of Administrative Assistant / Customer Service Representative. This position shall be responsible for performing a variety of bookkeeping functions and accounting duties including processing weekly payroll, financial record keeping and transactions including accounts payable, receivable, and general ledger. Duties may also include preparing journal entries for prepaid expense and processing payment of all invoices in a timely manner. This position will eventually be trained on being able to assist other duties such as importing, scanning and tracking meter data and interoperations of data from electronic field devices.

The successful applicant for this job should have excellent communication skills and possess the ability to multi-task, prioritize, and manage time efficiently. The applicant must have good computer skills, including but not limited to Excel and Microsoft Word knowledge and have sufficient keyboarding skills. Must be able to prepare letters, spreadsheets, minutes, invoices, and various other required documents. Must work well with others and be able to follow verbal or written instruction. Be a high school or higher graduate with some experience or training in accounting.

Applicants shall be required to pass an aptitude test. Pre-employment drug test and background check will be mandatory. CCWD offers a competitive salary and benefit package, including membership in the Kentucky Retirement System. This is a career opportunity. CCWD is seeking to train for a long-term position. Application can be obtained from the company website at www.carrollcountywater.com. Applications and resumes for this position must be submitted to Carroll County Water District #1, Attention: Obe Cox, General Manager, 205 Main Cross Street, Ghent, Kentucky 41045 within a sealed envelope.

The District is an Equal Opportunity Employer and does not discriminate on the basis of race, age, gender, religion, creed or national origin.