



## **Napoleon Community Rural Water Corp**

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napwatercorp.com

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# **Office Manager Job Description**

## **Finance/Accounting**

- Manage Company funds
- Approve accounts payable and payroll
- Maintain the General Ledger accounts
- Maintain tax rates for State and Federal payroll taxes and sales tax
- Provide data for year-end financial statements and tax returns
- Prepare W-2s and 1099s

## **Employees**

- Set up new hires with the State and in our system
- Track paid time off for employees, review timecards and approve payroll checks
- Manage the Office Clerk and perform annual performance evaluations

## **Company**

- Provide customer service to the Company's 1600+ customers
- Participate in all meetings of the Board of Directors, prepare agenda and take minutes
- Manage office processes
- Create content and maintain website
- Contact for accounting, legal, insurance, and technology vendors
- Manage small claims process - file and represent the Company in Superior Court
- Draw up contracts and easements and file with county recorders
- Attend relevant conferences and professional development meetings

## **Data Management**

- Maintain relational database of customers
- Prepare data file for monthly billing and upload to third-party vendor for distribution
- Prepare and analyze monthly meter readings and maintain meter database