

Administrative Assistant – Full-Time

Colorado River Sewage System Joint Venture (CRSSJV)

Location: Parker, Arizona

Employment Status: Full-Time

Compensation: To Be Determined

Position Summary

Colorado River Sewage System Joint Venture is seeking a dependable, organized, and detail-oriented **Administrative Assistant** to provide customer service, billing, accounts receivable, payment processing, and general administrative support.

Primary Responsibilities

Customer Billing & Accounts Receivable

- Prepare and process customer billing.
- Maintain accurate customer account information.
- Assist customers with billing and account questions.
- Receive and collect customer payments.
- Issue receipts and maintain payment documentation.
- Record and post customer payments to the appropriate accounts.
- Prepare payments and supporting documentation for deposit.
- Maintain accurate records of payments received and deposits prepared.
- Maintain accounts receivable records.
- Identify customer account discrepancies and provide them to the Office Manager for review.
- Process approved billing and customer account adjustments.
- Maintain supporting documentation for customer accounts and payments.

Administrative Support

- Answer phones and respond to customer inquiries.
- Manage incoming and outgoing correspondence as assigned.
- Maintain organized customer and administrative records.
- Perform data entry and maintain electronic and physical filing systems.
- Assist with preparation and organization of documents.
- Assist with copying, scanning, filing, mailing, and other general office duties.
- Assist with maintaining office supplies and administrative materials.

- Provide administrative support to the Office Manager and General Manager.
- Maintain confidentiality of customer, financial, employee, and organizational information.
- Other duties as assigned.

Qualifications

- Previous administrative, customer service, billing, or accounts receivable experience preferred.
- Strong organizational skills and attention to detail.
- Ability to accurately handle and document customer payments.
- Basic understanding of billing and accounts receivable procedures.
- Strong written and verbal communication skills.
- Proficiency with computers, email, Microsoft Office, spreadsheets, and standard office software.
- Ability to maintain accurate and confidential records.
- Professional, dependable, and able to work effectively with customers, staff, and management.

Compensation

Compensation: To Be Determined

Colorado River Sewage System Joint Venture is an equal opportunity employer.