



The Water Works Board of the City of Vincent
35 Florey Street Vincent AL 35178
(205) 672-2878

The Water Works Board of The City of Vincent
Is currently looking for a
Office Manager/Clerk

GENERAL DESCRIPTION

Job Type: Office Manager/Clerk (Full-Time Position) FLSA Status: Exempt

Performs a variety of professional work implementing and overseeing the services of the Water Board Office. Maintains confidentiality regarding location business. Positively represents the Water Board in all interactions and provides outstanding customer service.

Preferred Qualifications/Training/ Experience: Skills in operating office equipment, using spreadsheets, word processing and software, report preparation and records maintenance, written and oral communication and interpersonal relations, decision making and problem solving, accounts receivable and payable/ Quickbooks/payroll/Banking knowledge/able to multi-task.

Job applications are available at Vincent City Hall, or you can submit a current resume to Vincent City Hall. The hours of operation are Monday through Friday, 8:00 AM to 4:00 PM, closed from 12:00 – 1:00 for lunch.

Applications will only be accepted up to Friday, August 9, 2024 until 2:00 PM