

Job Description - Office Manager

Human Resources— upkeep of all personnel files; update Personnel Policies as needed and obtain approval from the Board; posting open positions; interviewing candidates; upkeep of applications per records retention policy; facilitate drug testing; verification of I-9 hire documents

Payroll— review accuracy of all timesheets; enter time into QuickBooks; track all time off; employee compensation updates; generate accurate payroll bi-weekly; process ACH for direct deposit through the bank's website; process all mileage and employee expense reimbursements; process monthly tax liability payments; process quarterly 941 filings; issue W-2 forms

Accounts Payable— approve all invoices prior to payment; oversight of direct report(s) to ensure invoices are accurately and timely paid

Accounts Receivable— supervise direct report(s) responsible for all incoming monies from customers; write off bad accounts; make sure bills are generated timely and monies are posted to customer accounts; prepare laptop for monthly meter readings; oversee disconnects and reconnects

Finance— create annual budget, review monthly financial statements and treasury reports, update project report, oversee direct report(s) on all finance matters

Corporate Minute Books — keep all minutes and resolutions in order in the corporate minute book; keep index current; maintain corporate seal; scan minutes to save electronically

Board Meeting Preparation — plan, purchase and/or prepare meals; make sure board books are updated; prepare and post agenda in advance of the meeting; attend all board meetings; clean up after meetings; prepare all annual meeting notices; annual election process; assist with updates to bylaws, procedure manuals and other policies

General Office — order supplies; keep office clean and neat; keep all equipment in working order; answer phones; assist customers with their accounts; update all security codes on gates, security alarm and computers; secure office before leaving each day; make daily post office and banking runs as necessary

Records Retention — manage all files in the office for proper record retention and destruction; archive historical records electronically; also obtain, file, and track easements for all service locations

Manage Direct Report(s) — ensure proper attendance, attire and attitude; train as necessary; complete performance reviews, schedule and coordinate time-off

Website Co-Administrator — work with outside co-administrator to keep website current and post new documents and information as necessary

Water Reporting — complete all monthly, quarterly and annual reports as required by regulating agencies (Consumer Confidence Reports, DQLR Reports, Back Flow Testing, Water Rationing Notices, Boil Water Notices, Tariff filing, Water Loss, Water Use, etc.)

Liaison with Cities of Forney and Mesquite — main contact for the water supply with these entities

Liaison with Field Maintenance Contractor — Review monthly invoices and work orders, train as necessary

Fleet Manager — keep all vehicles in good working condition and in compliance with inspections and registration

Coordinate with Developers — ensure engineer and attorney have all information, plans, and agreements necessary to keep development progressing on schedule

Application For Employment

We are an Equal Opportunity Employer and committed to excellence through diversity.

Please print or type. The application must be fully completed to be considered. Please complete each section, even if you attach a resume.

Personal Information

Name

Address

City

State

Zip

Phone number

Email address

Are you legally eligible to work in the US?

Yes ☐

No ☐

Are you a veteran?

Yes ☐

No ☐

If selected for employment are you willing to submit to a background check?

Yes ☐

No ☐

Position

Position you are applying for

Available start date

Desired pay

Employment desired

☐ Full time

☐ Part time

☐ Seasonal/Temporary

Education

School name

Location

Years attended

Degree received

Major

References (business and professional only)

Name

Title

Company

Phone

Employment History

Employer (1)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (2)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (3)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (4)	Job Title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip
Employer (5)	Job title		Dates employed
Work phone	Starting pay rate		Ending pay rate
Address	City	State	Zip

Signature Disclaimer

I certify that my answers are true and complete to the best of my knowledge.
 If this application leads to employment, I understand that false or misleading information in my application or interview may result in my employment being terminated.

Name (please print)	Signature
Date	

APPLICANT'S STATEMENT
MARKOUT WATER SUPPLY CORPORATION

By my signature below, I certify that all the answers given on my Application for Employment at Markout Water Supply Corporation (the "Corporation") are true and correct.

I do hereby authorize an investigation of any and all statements contained in my Application for Employment as may be determined to be necessary by the Manager or the Board of Directors in arriving at an employment decision.

I further hereby agree, as a part of this Application for Employment, to submit to drug testing as may be deemed necessary by the Manager or the Board of Directors in arriving at an employment decision. I understand and agree that Markout Water Supply Corporation may request a random drug test at any time during my tenure with the Corporation.

I further consent that the Corporation may complete criminal background checks prior to employment and any time after employment to determine employment eligibility.

I further consent that the Corporation may complete credit checks on my personal credit prior to employment and any time after employment to determine employment eligibility.

I further consent to pre- and post-employment driving record checks and understand that these will be conducted annually or as needed to determine continued employment with the Corporation.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with the Corporation is of an "at will" nature, which means that the Employee may resign at any time and the Employer may discharge the Employee at any time with or without cause. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by the Board of Directors of the Corporation.

In the event of employment, I understand that false or misleading information given in my application or interview(s) may result in discharge. I understand also that I am required to abide by all rules and regulations of Markout Water Supply Corporation.

Signature of Applicant

Date

Printed Name of Applicant