

Position: Office Manager

Location: Oceanside Water District Treatment Plant at 2720 Cape Meares Loop Road Oceanside, Oregon

Salary: \$20-\$25 per hour; part-time 20-25 hrs/week (hours flexible)

Benefits: Full medical/dental and 457(b) retirement benefits after six-month probation

Start Date: August 2026

Application Deadline: Posted Until Filled

Responsibilities:

The position of Office Manager for the Oceanside Water District involves the handling all accounts receivable including collecting and entering customer payments, sending late notices, customer and vendor correspondence, monthly preparations for Board Meetings, and office tasks to support water district operations. The Office Manager works closely with outsourced accountants to prepare financial documents for monthly Board Meetings, process accounts payable, submit payroll, and complete the yearly audit. Must have car to facilitate daily trips to the post office to collect mail.

Skills Needed:

- Computer Skills- Must be fluent in Microsoft Office (including Word, Excel and Power Point), Adobe Acrobat, E-mail. Other useful skills which may need to be acquired: QuickBooks, cloud-based software.
- Customer Service – Respond to internal and external inquiries, resolve issues, and maintain positive relationships. Answer the main district telephone.
- Attention to Detail - Ability to maintain accuracy in data entry and document management.
- Organization - Strong organizational skills for managing files, records, and administrative tasks.
- Time Management - Efficient time management to handle multiple administrative tasks and deadlines.
- Communication - Clear verbal and written communication for customer service and office coordination.
- Problem-Solving – Identify and resolve administrative or operational issues quickly.

To apply: Send a cover letter and resume with at least 2 references to office@owd-oregon.org