

**The East Rio Hondo Water Supply Corporation**  
is seeking 1 qualified individual for the following part-time position:

**Main Office Teller/Clerk**

Pay Type: Hourly  
Dept: Office Administration  
Hourly Rate: \$12.25

**Job Summary:**

This position(s) is responsible for the daily application of established ERHWSC policies and practices regarding aspects of the ERHWSC main business office.

**Essential Functions:**

- Takes payments from customers in lobby, the drive through window, and over the phone.
- Responsible for balancing designated cash drawer.
- Posting of payments into accounting system and reconciling of payments with daily receipts.
- Coordinates appointments regarding new accounts, transfers, and reinstates.
- Provides efficient and courteous customer service to ERHWSC customers regarding their accounts. (Bi-lingual language skills preferred)
- Coordinates disconnection and reconnection of service to delinquent accounts with meter readers.
- Sorts and distributes daily mail, faxes, and phone messages.
- Attends training courses and engages in independent study of business operations.
- Conducts all business functions in accordance with established policies and procedures.
- Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.
- Must be able to understand and follow oral and written instructions.
- Other job duties may be assigned.

**COMPUTER SKILLS:**

Knowledge of standard business office programs and business office equipment, such as a fax machine and copier are required. Knowledge of billing software is highly preferred.

**MINIMUM QUALIFICATIONS:**

High School Diploma, GED or vocational school, preferably including some course work in mathematics; or any equivalent combination of education and experience.

Interested persons for this position should complete a job application at our main office in Rio Hondo, Texas. Please call Administrative Services Manager, Amanda M. Sanchez at (956) 247-7817 for more information and/or receive application form.

APPLY TO:

ERHWSC Main Office  
206 Industrial Pkwy.  
Rio Hondo, TX 78583  
(956) 247-7817 Fax (956) 748-0408  
ERHWSC.COM

***“This institution is an equal opportunity provider and employer”***

## EAST RIO HONDO WATER SUPPLY CORPORATION

**JOB TITLE:** TELLER/CLERK  
**DEPARTMENT:** OFFICE ADMINISTRATION  
**REPORTS TO:** BILLING SUPERVISOR  
**FLSA STATUS:** NON-EXEMPT  
**DATE:** 2/3/2015

### **SUMMARY:**

This position is responsible for the daily application of established ERHWSC policies and practices regarding aspects of the ERHWSC main business office.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES: (include the following)**

Takes payments from customers in the lobby, the drive through window, and over the phone.

Responsible for balancing designated cash drawer.

Posting of payments into accounting system and reconciling of payments with daily receipts.

Coordinates appointments regarding new accounts, transfers, and reinstates.

Provides efficient and courteous customer service to ERHWSC customers regarding their accounts/invoices.

Coordinates disconnection and reconnection of service to delinquent accounts with meter readers.

Sorts and distributes daily mail, faxes, and phone messages.

Attends training courses and engages in independent study of business operations.

Conducts all business functions in accordance with established policies and procedures.

Must adhere to all safety policies and procedures, good housekeeping and other assigned duties.

Must be able to understand and follow oral and written instructions.

Other job duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES:**

This position has no supervisory responsibility.

### **EDUCATION AND/OR EXPERIENCE:**

High School Diploma, GED or vocational school, preferably including some course work in mathematics; or any equivalent combination of education and experience.

### **COMPUTER SKILLS:**

Knowledge of standard business office programs and business office equipment, such as a fax machine and copier is required. Knowledge of billing software is highly preferred.

**OTHER QUALIFICATIONS:**

Ability to use adding machines and read spreadsheets accurately and to maintain simple records of shift operation. Continuous work on improving own knowledge and skills as required.

**CERTIFICATES, LICENSES, REGISTRATIONS:**

Notary license is preferred but not required. A valid Drivers License is required.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Must be able to carry loads of up to 20 lbs. and must be able to withstand prolonged periods of sitting, standing, and the repetitive motions required in handling standard office equipment. Tasks involve bending, lifting, walking, carrying or using a force equal to lifting 20 lbs may also be assigned on occasion.

**SPECIAL REQUIREMENTS:**

ERHWSC is a Customer Focused Company that is committed to Total Quality Service principles, therefore, the ERHWSC requires that all employees possess or have the aptitude, desire and ability to be professional, courteous and competent in all their interactions with the public, customers and fellow employees.