

Office Manager Position

Bakewell Utility District invites applications for an experienced Office Manager to take charge of our day-to-day financial operations and staff supervision. This is a full-time, daily in-office position.

About Us: Bakewell Utility District is a public water service provider located in the Bakewell, Tennessee area. It supplies water services to over 2700 residential and commercial customers.

Overview: This role requires a skilled professional with comprehensive accounting knowledge and outstanding leadership abilities. The successful candidate will be responsible for budgeting, preparation and analysis of financial statements, managing banking relationships, accounts receivable and payable, payroll processing, and maintaining the general ledger.

In addition to accounting duties, the Office Manager will oversee human resources tasks including benefits administration, personnel records, hiring coordination, and employee relations.

Daily responsible for overseeing all the accounts receivables billing, monthly customer billing, customer relations and interactions.

Primary Duties and Expectations:

- Lead the preparation and ongoing management of budgets and financial forecasts; report on financial trends and provide recommendations.
- Compile monthly, quarterly, and annual financial statements and support compliance reporting and external audits.
- Ensure efficient cash flow management through bank reconciliations and timely processing of payments and receipts.
- Coordinate payroll activities including timekeeping verification, tax deductions, and direct deposits, while ensuring confidentiality and accuracy.
- Maintain a clean, organized general ledger and perform reconciliations to support reliable financial information.
- Act as HR liaison: manage recruitment paperwork, maintain employee files, administer benefits enrollments, and address employee concerns professionally.

Qualifications needed:

- An accounting degree or a minimum of ten (10) years of progressive accounting experience.
- Advanced skills in QuickBooks and Excel are required.
- The candidate must demonstrate excellent verbal and written communication, strong leadership and team-building skills, superior customer relations abilities, and experience supervising staff.

- A proactive approach, high ethical standards, and strong organizational skills are required.

Benefits: Comprehensive benefits including health, dental, vision and life insurance, paid vacation and sick leave, and a 401(k) retirement plan.

Compensation: Commensurate with experience and qualifications.

Work Hours: Monday through Friday 7:30am to 4pm Eastern Standard Time.

Work Location: Daily, in-office position at 405 Retro Hughes Road, in Bakewell Tennessee.

Only qualified applicants will be considered.

Send Resume to denise@ufbud.com