

The Pagosa Area Water and Sanitation District is seeking applicants for the position of Utility Account Agent. This position will be a temporary full time position with the potential of becoming a permanent full time position. The duties entail accurately entering customer account information, customer payments, performing electronic file transfers and a variety of accounting and balancing processes. Excellent customer service, written communication, computer skills, and the ability to prioritize and work independently is required. Experience with the public utility industry would be an asset. Cover letter and resumes may be mailed to PAWSD, PO Box 4610, Pagosa Springs, CO 81147, or emailed to nancy@pawsd.org. Salary will be commensurate with qualifications and experience. Exceptional benefits package.