



May 3, 2024

The Mississippi Rural Water Association, Inc. has a job opening for Office Manager.

Job Requirements:

Must have experience in:

QuickBooks, Excel & Access

Non-Profit Accounting

Process payroll, state & federal taxes, quarterly tax, MDES, retirement.

Human Resources

Attendance in Board Meetings, Annual Meeting & keeping minutes.

Manage other office employees.

Be willing to cross train for other positions in the office.

Some out of state travel will be required.

Please send resume by May 15, 2024 to

kmayfield@msrwa.org

Mississippi Rural Water Association Inc.

172 Country Place Parkway

Pearl, MS 39208

MsRWA/EOE

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