JOB DESCRIPTION

Title: Office Manager

Zia Natural Gas Company is a local natural gas distribution company (gas utility). Zia currently serves approximately 39,000 customers in the state of New Mexico primarily in Colfax, Dona Ana, Lea, and Lincoln County.   Zia is organized with local district offices in each major operating area. The local offices are responsible for meter reading, bill collection, customer service work, general customer service relations, and business management. Zia Natural Gas Company offers medical and dental insurance, profit sharing, and 401(k) savings plans. Zia is an Equal Opportunity Employer.

The Office Manager for Zia Natural Gas Company will be responsible for the following duties:

- Manage office personnel and all office functions in local district office;
- Oversee Customer Service Representatives and Assistant Office Manager;
- Enforce company policies and procedures within the local office;
- Organize work flow in office and delegate duties evenly among office personnel;
- Daily balance of cash receipts and bank deposits;
- Resolve escalated customer disputes;
- Research and resolve vendor payment questions;
- Bookkeeping and Accounts Payable for local District;
- Input Job Costing information;
- Complete Internal Company Reports;
- Balance Cash Flow to Bank Reports;
- Receive Emergency Calls/Dispatch;
- Filing;
- Variety of other office related tasks as requested.

Qualified candidates must have a H.S. Diploma or GED. Associate degree or higher preferred, but not necessary. Candidates must have computer skills, including experience using Excel, management skills, and bookkeeping experience. Bilingual English/Spanish skills are beneficial but not required.

Due to federal regulations, Zia's vehicle insurance requirements, and nature of job description, a criminal background check, pre-employment drug screening, and driving record check are required.

Please submit the attached Employment Application to the local Zia Natural Gas Company office or email to humanresources@zngc.com.