

Office Supervisor

Full-Time | Brookings-Deuel Rural Water System | Toronto, South Dakota

Lead the Business Side of a Mission That Matters

Brookings-Deuel Rural Water System is seeking an Office Supervisor to oversee administrative operations and support the financial, customer service, and office functions that help deliver reliable water service to our members and customers every day.

This is an opportunity to join a respected rural utility organization with a strong reputation, dedicated employees, and a commitment to serving the customers and communities that depend on us. We're looking for a motivated leader who enjoys working in a smaller office setting, values accuracy and organization, works well with people, can complement their teammates, and takes pride in supporting essential services.

If you're looking for a position where your work has obvious impact, your contributions are valued, and your efforts help support the future of our rural communities, we'd love to hear from you.

What You'll Do

As Office Supervisor, you'll oversee administrative operations and provide leadership for key office functions, including:

- Overseeing or performing customer account administration and billing functions
- Overseeing or performing accounting, bookkeeping, and accounts payable processes
- Supervising administrative personnel and coordinating office operations
- Assisting with financial reporting and Board materials
- Supporting audits, regulatory reporting, and records management
- Coordinating office procedures and administrative processes
- Working closely with management, field personnel, customers, and stakeholders
- Helping maintain the high level of customer service our organization is known for

What We're Looking For

The ideal candidate will have experience in one or more of the following areas:

- Billing and customer account management
- Accounting or bookkeeping
- Business operations
- Office administration
- Staff leadership or team coordination

Successful candidates will demonstrate:

- Strong organizational skills and attention to detail
- A commitment to customer service and teamwork
- Excellent communication and interpersonal abilities
- Sound judgment and professionalism
- The ability to manage multiple priorities and deadlines

Experience in utility, municipal, cooperative, or public service organizations is helpful but not required.

Why Join Our Team?

Meaningful Work

Support an essential service that impacts families, farms, businesses, and communities throughout our service area.

Leadership Opportunity

Take on a key role helping guide office operations and support overall organizational success.

Stability and Support

Join a well-established organization with a reputation for providing outstanding customer service.

Outstanding Benefits

We believe in investing in our employees and offer a highly competitive benefits package, including:

- Significant employer contribution toward health insurance
- Strong employer-supported retirement program
- Paid time off and holidays
- Professional development opportunities

- A collaborative and team-oriented work environment
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Compensation

Hiring Range: \$60,000-\$70,000 DOE

Salary placement will be based on qualifications, experience, and demonstrated leadership abilities.

Apply Today

If you're looking for an opportunity to contribute, lead, and build a rewarding career while serving rural South Dakota communities, we'd love to hear from you.

[Jobs.ourcareerpages.com/job/1000416?sourceBDRWofficesupervisor](https://jobs.ourcareerpages.com/job/1000416?sourceBDRWofficesupervisor)