

Grand Water & Sewer Service Agency
Job Description

08/14/14

Job Title: Bookkeeper/Office Scheduling Coordinator

Grade: 12 - starting salary \$15.58/hour + depending on qualifications

Position Summary

Under the direction of the Agency Manager performs specialized bookkeeping, accounting and billing processes. Performs a variety of clerical and customer service duties. Coordinates with Billing Clerk to ensure complete staffing coverage in the front office.

Typical Duties

Maintains General Ledgers for three Local Districts and the Agency, including Payroll, Accounts Receivable and Accounts Payable. Maintains Payroll records and Impact Fee Ledger.

Invests revenue and tax monies, subject to final approval from Agency Manager and Boards. Executes financial research and planning to help the Agency and Districts continually receive the best return on investments. Performs monthly reconciliation of all checking and investment accounts.

Receives bills and invoices from Agency Manager, reviews them for accuracy, and prepares checks for approval at board meetings. Prepares checks and forms for payroll, Federal withholding, FICA withholding, State tax withholding, and insurance payments. Responsible for timely bond payments and State lease agreements and payments.

Prepares monthly financial statements for the Agency Board and quarterly financial statements for the District Boards. May be required to attend Board meetings to explain budget and answer any pertinent questions.

Assists the Agency Manager in preparing and amending budgets as needed. Assists the Agency Manager and Boards with the annual budget and tax rate process. Ensures timely delivery of budgets and audits to appropriate agencies upon approval. Works closely with the independent auditors during the audit preparation process and as needed throughout the year.

Prepares and records liens for past due accounts and maintains lien records.

Is able to aid in project funding, working with engineers, contractors and funding agencies to monitor the project budget, pay requests and change orders.

Maintains water rights records. Responsible for timely and accurate filing of all required forms with the Division of Water Rights for various purposes including customer leases.

Coordinates staffing coverage in the front office. Fills in as needed in the absence of the Billing Clerk.

Performs related duties as required.

MINIMUM QUALIFICATIONS:

EDUCATION and EXPERIENCE

- Two years of bookkeeping experience or formal training beyond high school.
- Proficient with QuickBooks, Caselle Utility Billing, and Microsoft Office.
- Working knowledge of accounting, bookkeeping, payroll, accounts payable.
- Working knowledge of generally accepted office practices.
- Ability to work with the public in a friendly, effective, and professional manner.