

ABRAMS SANITARY DISTRICT #1 BOOKKEEPER POSITION:

GENERAL DESCRIPTION OF POSITION: Responsible for processing accounts payable, accounts receivable and payroll. Prepare and make bank deposits and maintain the general journal posting of bank deposits and cash deposits. Reply to inquiries of special assessments. Provide financial information for yearly audit. Attend monthly meetings. Part-Time, 12-15 hours a month. Hourly rate range \$25-\$30 based upon experience.

Duties and Responsibilities:

1. Process monthly payroll and monthly financial reports and accounts receivable payments, including tax forms. Produce W-2's at calendar year end.
2. Prepare and make bank deposits and cash deposits.
3. Accurately record all financial transactions. Maintain General Journal postings and balance Cash and Accounts Receivable.
4. Process invoices, to include checking addition, removing sales tax if included, and reviewing vendor information, on a monthly basis. Prepare financial reports/invoices/checks for the monthly Board meeting. Present checks for signature at monthly meeting and prepare invoices for mailing.
5. Prepare and mail quarterly billing statements for all ASD District customers.
6. Maintain vendor files, and insurance certificates for new vendors, in the accounts payable software program.
7. Assist with external and internal customer support. Process customer payments, and assist with customer inquiries when required.
8. Reply to inquiries regarding special assessments.
9. Reconcile bank statements. Auditors provide the closing journal entries at the end of the fiscal year and bookkeeper post said entries to the QuickBooks accounts per the auditors' instructions.
10. Provide audit company with fiscal year-end financial information.
11. Attend monthly meetings (3rd Thursday of the month 4 pm).
12. Prepare yearly draft budget for review by District.
13. Retrieve District mail from Abrams Post Office box on a weekly basis.
14. Maintain two sets of backups for all ASD computer records. Alternating backups on a monthly basis.
15. Other tasks as assigned.

DISCLAIMER: This position description is intended as a guide and does not constitute an employment contract or provide the assurance of continued employment. The position is at the will of the District Commission.

Qualifications:

- Basic knowledge of accounting and best practices;
- Data entry experience;
- Familiarity with the Generally Accepted Accounting Principles (GAAP);
- Familiarity with the International Financial Reporting Standards (IFRS);
- Knowledge of Microsoft Excel;
- Knowledge of bookkeeping software is a plus (QuickBooks preferred)
- Precision, accuracy, efficiency, and attention to detail; and
- Well-practiced organizational skills.

Send resume and cover letter to: ATTN: Nancy Jensen, C/O Abrams Sanitary District, PO Box 198, Abrams, WI 54101 or email njensen41052@gmail.com.