



# Alleghany County Water District

## Job Description ~ Bookkeeper

**Supervisor:** General Manager

**Classification:** Salaried, clerical .....**Status:** Non-Exempt

### **Qualifications:**

Must be reliable and trustworthy.

Proficient in the use of standard office equipment such as telephones, computers, and copiers. Basic accounting background including familiarity with Accounts Payable, Accounts Receivable and Payroll. Competent with QuickBooks, word processing software and excel. Ability to learn other software programs as needed.

Good communication and customer service skills, including the ability to tactfully handle complaints and account inquiries from customers. Ability to work independently with minimal supervision but also able to recognize when assistance is needed and ask for it.

### **Physical Requirements**

The physical demands described here are representative of those that must be met to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities.

This job requires the ability to sit, walk and talk or hear; use hands to finger, handle, or feel and reach with hands and arms. Occasionally may be required to stand and stoop, kneel, crouch, or crawl. Ability to regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision and distance vision.

### **Job Summary**

- Accounts Receivable Clerk/Customer Service – prepares monthly billings to water customers, receives payments, responds to customer inquiries
- Accounts Payable Clerk – Pays monthly bills in a timely fashion
- Reconciles bank accounts monthly and prepares monthly treasurer’s report
- Processes Payroll including all required tax filings
- Performs all duties listed above in compliance with district Policies & Procedures

**Duties**

- Represent the water district in a professional manner when dealing with the public, other agencies, contractors, and customers.
- Maintain familiarity with district accounting & customer service policies and the bookkeeping manual.
- Communicate with General Manager on a regular basis to report any deficiencies or needed updates to the above referenced documents.
- Prepare monthly water bills after Water Distribution Operator has entered meter readings (may need to enter the readings if an alternate employee has read the meters)
- Process customer payments per district procedures including deposit preparation and making arrangements to get deposits to the bank in a timely manner.
- Perform monthly late notice and shut-off procedures per Customer Service Policy # 400.
- Provide clerical support to Water Distribution Staff as deemed appropriate, such as upkeep of the meter reading book and timecards.
- Enter all bills in QuickBooks and issue payment in a timely manner monthly.
- Act as purchasing agent for the district within budget constraints, notify General Manager of any extraordinary expense items prior to purchase and per Policy #100.
- Reconcile bank statements monthly.
- Prepare treasurer’s report at the end of each month and in time for the following month’s board of director’s meeting. Have second party verify treasurer’s report against bank statement and QuickBooks reconciliation per Finances Policy #100
- Maintain all accounting records as required for annual audit and per GAAP.
- Perform other duties as may become necessary.

**Compensation:**

This position is paid a monthly flat rate of \$175.  
Employee is responsible for tracking hours to verify compliance with State of California employment laws.

I have read, understand, and agree to perform the duties and responsibilities outlined above.

X \_\_\_\_\_ date \_\_\_\_\_

Name printed \_\_\_\_\_