

CVSWMD Job Title: Bookkeeper

Reports to: General Manager and Treasurer

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Original Job Description Approved by the Executive Board (2016.2.23)

Position Description

The bookkeeper performs assigned duties for accounts payable and receivable, deposits, payroll, employee benefits administration, and inventory functions and assists with financial management and compliance to all applicable laws.

Classification and Salary Range: This position is classified at grade 3 of the CVSWMD compensation plan. The starting wage for this position ranges from \$15.00 - \$19.00 per hour. This is a half-time (20 hour) position.

Principal Responsibilities

- Maintains an orderly and accurate financial paper and electronic filing systems for Accounts Payable, Accounts Receivable, payroll, deposits, and other financial transactions.
- Prepares an invoice for each Accounts Receivable payment and receives and reconciles payment.
- Prepares monthly A/R statements and sends to customers.
- Reviews Accounts Payable invoices or documentation, enters vendor and invoice information, prepares checks or on-line payments, and issues payments to vendors.
- Makes deposits for checks or cash, whether in-person or through remote card system.
- Answers vendor or customer questions by researching accounts.
- Notifies management of accounting errors and deviations from budget
- Communicates clearly with management about the status of issues or questions.
- Uses computer systems to accurately record and track AR invoices and AP payments, deposits, account statements, and other financial information.
- Corroborates invoices with associated approvals under the procurement policy to ensure accuracy.
- Accurately processes biweekly payroll and performs associated tasks. Ensures that state and federal tax payments are correct before running payroll.
- Prepares and updates “How It’s Done” documented procedures for bookkeeper tasks.
- Generates monthly payroll and financial reports for management and Board committees.
- Processes benefits enrollments and enrollment changes for open enrollments and qualifying events.
- Performs additional work as required.

Required Knowledge, Skills, and Abilities

- Proven proficiency in QuickBooks accounting software and Microsoft Excel, Word and Outlook.
- Demonstrated experience with a wide range of financial transactions including Accounts Payable and Accounts Receivable
- Able to multi-task, prioritize, work under pressure and meet deadlines.
- Excellent written and verbal communication skills, especially to explain complex data clearly, listen and follow directions.
- Excellent data entry skills and meticulous attention to detail.
- Great interpersonal and customer service skills.
- Able to adapt to changing job requirements.

Education and Experience

- A minimum of an Associate's Degree in Accounting and two years of relevant experience. Experience may be substituted for education on a six month/semester basis.
- One or more years using Quick Books accounting software and Microsoft Office software.