

OFFICE ASSISTANT/BOOKKEEPER

Duties, Responsibilities and Qualifications

The Office Assistant/Bookkeeper serves as support staff to the Office Manager to assist in ensuring the district office runs effectively and efficiently with a focus on customer service. Must be reliable, well organized, and have an attention for detail.

General Office

- Proficiency in Microsoft Word, Excel, Outlook etc.
- Ability to maintain a high level of accuracy and confidentiality.
- Ability to learn quickly and multi-task.
- Provide exceptional customer service to District patrons, staff, and customers.
- The ability to dispatch daily water calls from water patrons to field crew.
- Maintain workers comp and liability insurance and process claims.
- Maintain inventory of office supplies, equipment, and vehicle maintenance records.
- Create and distribute Ditch Rider summer work schedule.
- A knowledge and understanding of OSHA regulations, training, and safety meetings etc.

Bookkeeping

- A general knowledge of accounting procedures including GL.
- Responsible for accounts payable and accounts receivable, including obtaining proper approvals.
- In charge of all deposits, as well as occasional errands.
- Manage accounts receivable in water management accounting software, and collections as needed.

Water District specific duties and qualifications

- Process annual instream leases.
- Review and maintain accurate water rights usage for all accounts and process jeopardy water.
- Provide accurate and current water rights and ownership information.
- Basic knowledge of GIS and mapping.
- A desire to learn new skills and share responsibilities with the office manager including but not limited to, general ledger review and reporting and water rights transfers.

Starting Wage: DOE

Benefits (60 days): Health insurance (medical, dental, and vision), District contribution to Retirement plan, 8 paid holidays/year, 5-15 days paid vacation/year (based on tenure), 10 days paid sick leave/year.