



OCHOCO IRRIGATION DISTRICT POSITION DESCRIPTION

Bookkeeper

Definition

Under general/administrative direction, the Bookkeeper will oversee the District's financial data and compliance by maintaining accurate books on accounts payable and receivable, payroll, and daily financial entries and reconciliations. Perform daily accounting tasks such as monthly financial reporting, general ledger entries, and record payments and adjustments.

Examples of Duties

- **Perform Customer Service:** Answer phones, direct messages as appropriate; greet/assist office visitors, takes water orders, filing, and follow up on correspondence as required.
- **Perform Accounts Receivable Activities:** Invoice first and second half bills, assess finance charges & re-bill fees, receipt and post payments, make deposits, maintain balances. Run reports monthly.
- **Perform Accounts Payable:** Match invoices to statement, charge correct expense account, make check payable to Vendor. Run reports monthly.
- **Grants:** Track expenditures on grants, copy invoices, maintain files, and file quarterly reports to Grantor, request reimbursements and maintain schedules as provided by grant procedures.
- **Reports:** Each month run Accounts Payable and General Ledger reports. Annually report Chemical usage, fuel usage, and audit reports. Maintain and update annual survey reports.
- **Budget:** Assist Manager on the preparation and status of Annual Budget. Monthly review budget.
- **Water Rights:** Work with Crook County GIS on water rights audit annually. Maintain accurate record of District water rights and assist in water rights transfers, instream leasing, and property changes.
- **Payroll:** Maintain and track hours on payroll, record sick, vacation, and holiday pay. Update time monthly. Pay garnishments, payroll liabilities, and federal withholding. Maintain and prepare quarterly payroll reports.
- **Retirement:** Track and maintain hours, report payroll hours to PERS each pay period, update employee information, deduct for PERS each payday. Annually report to PERS District updates.

Typical Physical Activities

- Routine office practices; sitting for extended time periods, filing, sorting, answering phones, computer data entry, 10 Key, etc.
- May be asked to lift and carry up to 20 pounds on occasion.
- Hearing and vision within normal ranges.

Employment Standards

- Exceptional organization skills
- Knowledge of office management responsibilities, systems and procedures
- Excellent time management skills and ability to multi-task and prioritize work
- Attention to detail and problem-solving skills
- Excellent written and verbal communication skills
- Proficient in QuickBooks and Microsoft Excel
- Knowledge of accounting, data and administrative management practices and procedures
- Knowledge of clerical practices and procedures
- Computer skills and knowledge of office software packages

Qualifications

- Any combination of education and experience that would likely provide the necessary knowledge and abilities is qualifying.
- A typical way to obtain the knowledge and abilities would be:
Education: Bachelor's or Associates Degree in Accounting, Finance or related field
Experience: 3+ years' experience as a Bookkeeper, Office Manager, Administrative Assistant or related profession

The specific statements shown in each section of this job description are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job and meeting the needs of the District.
