**BOOKKEEPER**

1. Maintains detailed accounting records in QuickBooks accounting software for both the General District books and the Assessment District books.
2. Processes all receivables and payables on a bi-weekly schedule that Manager forwards
3. Writes all checks for Manager’s signature.
4. Attaches check stub to all bills with check numbers and date and returns to Manager
5. Receives payments, prepares deposits and takes to bank.
6. Monitors outstanding accounts receivable balances
7. Accounts for Assessment District activity and prepares transfers between General and Assessment as necessary.
8. Reconciles all bank accounts with statements and attaches reconciliation reports
9. Receives County reports monthly and records all activity and transfers of funds
10. Receives fuel reports and records all sales, purchases and reconciles to books and Epic statements on a monthly basis
11. Prepares and enters all journal entries and reconciles books to statement ending balances.
12. Processes payroll for Direct Deposit on a semi-monthly schedule, prepares and processes monthly payroll tax deposits and prepares quarterly and year end payroll tax returns for Manager’s signature.
13. Prepares annual form 1099s and forwards to Manager for signature.

7. Prepares financial reports for Board Meetings.

(a) Balance Sheet and Profit/Loss - Year to Date.

(b) Check and Deposit register for previous month.

(b) Budget Variance Report – Year to Date

(d) Profit & Loss by month – Year to Date

1. Assists with audit preparation upon request
2. Assists with miscellaneous accounting related items that arise and works with Treasurer as necessary
3. Returns all back up documents to Manager for retention at District office.