

## **Klamath Irrigation District**

### **Bookkeeper Job Description**

#### **General Position Summary**

The Bookkeeper is responsible for Financial and Office Support services to ensure District business office runs effectively and efficiently with a focus on customer service. Responsible for overseeing accounts payable and receivable, processing payroll, assisting the Manager in preparation of annual budget, provide monthly financial reports for the Manager and Board members, acts as treasurer for Klamath Basin Improvement District, works in collaboration with the Office Specialist on both K.I.D. and KBID business and reports directly to the District Manager. Must be well organized and comfortable dealing with financial data to produce clear financial reports.

#### **Essential Functions/Major Duties**

1. Bookkeeper Required Skills
  - a. Proficiency in QuickBooks and Microsoft office suite, specifically Excel.
  - b. Knowledge and preparation of financial reports for multiple companies.
  - c. Ability to maintain a high level of accuracy and confidentiality.
  - d. Provide exceptional customer service to District Patrons, Staff and customers.
  - e. Demonstrate initiative and willingness to assist with all District activities.
  - f. Ability to prioritize multiple responsibilities and deadlines.
  - g. Demonstrate strong interpersonal, verbal and written communication skills.
  - h. The ability to work effectively and collaboratively with others.
  - i. Demonstrate analytical, problem solving and decision-making skills.
  - j. Must have the ability to comprehend and adhere to District policies and procedures.
  
2. Major Duties
  - a. Develop and maintain accounting records and assist with updating policies and procedures in appropriate accounting guidance and audit standards.
  - b. Responsible for the District payroll account and process, including tax payments, retirement, insurance, and benefits etc. Prepares W-2 and 1099 forms.
  - c. Manage District official communications with contractors to include pension plans, IT, phone service, insurance, medical plans, and others.
  - d. Prepare for and assist with annual audit.
  - e. Responsible for monitoring all District cash accounts, deposits/withdrawals, time deposits, and investment accounts.
  - f. Responsible for accounts payable and accounts receivable, including obtaining proper approvals before placing orders or processing payments.
  - g. Ensure that bank reconciliations and accounts are balanced monthly and provide reports to the Manager.
  - h. Purchase of office supplies, office equipment and office repairs.
  - i. Assist Office Specialist with all assessment rolls; billings, and collections as needed.

#### **Joint Job Responsibilities**

1. Bookkeeper and Office Specialist
  - a. Advise the Manager in matters concerning administration and finance.

- b. Respectfully greets and assists all visitors, answering phones, communication by two way radios, forwards messages and responds to inquiries.
- c. Help the manager as needed with budget, preparing bids, etc.
- d. Retrieve information from files and perform notary tasks.
- e. Open, sort and distribute mail.
- f. Oversee purchases of office supplies, office equipment and office repairs.
- g. Knowledge of District policy and procedures and ability to convey, and cross train Office Specialist, in a factual and professional manner.
- h. Participate in professional growth and ongoing training opportunities to stay current on all applicable laws and training related to assigned job duties.
- i. Perform out of office errands.
- j. Secretarial support to Manager and Assistant Manager.
- k. Process Accounts Receivable (input, balance, deposits, receive payments, etc.) for KID and other contractors.
- l. Other duties as assigned.

**Education/Experience**

Bachelor’s degree in business administration or related field or equivalent combination of education and experience. At least three years of previous bookkeeping and payroll experience utilizing Quickbooks, and customer service experience. Should be able to update various database applications. Must be able to pass criminal background check and pre-employment drug and alcohol test. First Aid and CPR certification (District will provide training.). Valid Oregon driver’s license.

**Job Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Physical abilities include lifting up to 50lbs/carrying/sitting/standing for long periods of time, reaching/handling, talking/hearing conversations, near/far. Specific vision abilities required by this job include close vision such as to read hand written or typed material and the ability to adjust focus. This position requires the individual to meet multiple demands from several people and interact with the public, government agencies and other staff.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud. Duties are performed indoors and outdoors.

**Note**

This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific term or condition of employment. The District may add to, modify, or delete any aspect if this job (or the position itself) at any time as it deems advisable.

**I have read and understand the responsibilities and qualifications of this job description.**

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date