

Bookkeeper / Office Administrator

Job Summary:

This position's focus encompasses all aspects of utility billing. There are additional duties including special projects and extra responsibilities that are essential to perform. Completing tasks will involve utilizing multiple software applications. There will be interaction with the public while most business will be conducted via telephone or by email. A willingness to serve the public in a professional and friendly manner is vital. This position entails a 40-hour work week with full family health benefits after 90 days and a matching Simple IRA contribution after 6 months.

Responsibilities and Duties:

- Performing utility billing, bookkeeping, collection, payroll, receivables, deposits, and reconciliation
- Preparing monthly financial reports
- Performing annual audit
- Work daily with banking representatives
- File and maintain tax quarterly reporting
- Assist with Builder and Group billing as needed
- Assist Customer Service daily (phone calls & walk-ins)
- Assist in processing daily mail as needed
- Assist opening office, end-of-day closing, and end-of month closing
- Work with ground water utility including quarterly reporting
- Work with Insurance providers
- Manage tracking of new home sales
- Collection of outstanding payments (phone calls/email)
- Communicate, collect and provide information as directed
- Assist in landlord/tenant responsibilities
- Update bookkeeping procedure manual as needed
- Other duties as assigned by General Manager

Skills:

- Excellent interpersonal telephone skills with clear, concise communication
- Excellent system problem solver
- Ability to analyze and interpret financial data
- Ability to prioritize and complete tasks as assigned in a timely manner
- Ability to maintain and create organizational systems

Qualifications:

- Proficient in QuickBooks with 3+ years of recent experience
- Proficiency in Microsoft Office and Excel
- Experience with a non-profit organization is desirable

Hourly Range:

- Depending on experience, qualification, and skills
- \$23 – \$31

Resume Required:

Submit your resume and 3 references to rickb@drippingspringswater.com or by mail to:

Dripping Springs Water Supply Corporation
Attn: Rick Broun / Resume
101 Hays Street, Suite 416, Dripping Springs, TX. 78620